



**DOE-center**  
Doing business with DOE

*Office of Headquarters Procurement Services  
Industry Interactive Procurement System*

# **U.S. DEPARTMENT OF ENERGY Industry Interactive Procurement System**

**<http://e-center.doe.gov>**

## **USER GUIDE FOR CONTRACTORS Version 2.0e**

**September 2001**

**The purpose of this manual is to instruct industry on the use of the  
DOE Industry Interactive Procurement System**

**PREPARED IN CONJUNCTION WITH:  
THE DOE LOTUS NOTES CONSORTIUM  
HIGHLAND TECHNOLOGY SERVICES, INC.**

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## **I. OVERVIEW OF THE DOE INDUSTRY INTERACTIVE PROCUREMENT SYSTEM**

### **A. MAIN FUNCTIONS**

- Access synopses, solicitations, proposals<sup>1</sup> and related documents in the DOE Industry Interactive Procurement System (IIPS) - Business Opportunities Database.
- Allows for user registration thereby enabling submission of proposals via the IIPS.
- Subscribe to have e-mail notices about synopses and solicitations forwarded to your e-mail address (Industry<sup>2</sup> only).
- Provides for secure login to our Secure Socket Layer environment to submit proposals.
- Modify user login information (changing of password).

### **B. SYSTEM REQUIREMENTS**

Users who wish to access the DOE Industry Interactive Procurement System via the Internet should have these minimum system requirements:

- Computer/Laptop with Pentium-class processor
- Internet connection (56k modem or better<sup>3</sup>) through an Internet Service Provider (ISP)
- Browser that supports Java scripts such as Netscape 3.x or Internet Explorer 4.x

For those who plan to submit proposals through IIPS, the only web browsers that currently support file attachments are Netscape Navigator and Internet Explorer.

Software applications should conform to Government specifications such as word processing and compression applications. (See the “*Conformance*” information under the section on “*Guidance for Submitting Proposals*”).

<sup>1</sup> The term “proposal” as used throughout this guide is meant to include bids, applications, pre-applications and other responses received from “industry”. Industry users may view only their own proposal documents.

<sup>2</sup> The term “industry” as used throughout this guide is meant to include vendors, offerors, applicants, bidders and other respondents.

<sup>3</sup> A slower modem may be used, but the uploading of files will be significantly slower. A T1 line, DSL or cable modem provides the optimum connectivity.

## **C. TERMS**

**CBD (CBD Code)** - CBD is the acronym for Commerce Business Daily, a publication that prints notices of contract actions that appear in either of two classifications: Services or Supplies. Services codes range from A to Z while Supplies (including Equipment and Materials) codes extend from 10 to 99. To view more information on CBD code listings, access their Internet web site at <http://cbdnet.gpo.gov>. IIPS provides a link to a list of CBD codes to assist users when filling in their forms.

**Certificate** - A certificate is an electronic 'stamp' attached to your User ID that allows access to specific Domino servers.

**Contractor** – For the purposes of IIPS, “contractor” is defined to include all entities that may receive contracts, grants, cooperative agreements, loan guarantees or other agreements with the U. S. Department of Energy. This term is used interchangeably with “industry.”

**FedBizOpps** – Government website at <http://www.FedBizOps.gov> used as focal point for viewing procurement opportunities primarily by industry.

**Form** - IIPS uses forms as "design elements that give users a framework for entering new information in a database and for viewing existing information." These forms are used not only for inputting new data, but also for displaying existing data. The data may be entered or displayed via a web page.

**Industry** - For the purposes of IIPS, "industry" is defined to include all entities that may enter into contracts, grants, cooperative agreements, loan guarantees or other agreements with the U.S. Department of Energy. This term is used interchangeably with “contractor.”

**NAICS Code** - The acronym stands for North America Industrial Classification System and is the new industry classification system to categorize types of businesses. It replaces the U.S. Standard Industrial Classification system (SIC) to increase comparability not only in the U.S, but also in Canada and Mexico. It is the first classification system for North America. To read more about the NAICS and lookup the new industry codes, go to the following Web site:

<http://www.census.gov/epcd/www/naics.html>

**Proposals** - For the purposes of this guide, the term "proposal" includes pre-applications, applications, bids, proposals and other solicitation-related documents. It includes any and all information that must be submitted to DOE as identified in the solicitation.

**SSL** - The acronym stands for Secure Socket Layer. SSL is a security protocol that protects data by encrypting it as it passes between servers and Web clients. The system administrator distributes the certificate to Web users.

**Folder** - By clicking on a folder usually located next to the document section title, the section becomes either expanded or collapsed.

**Views** - A view is the entry point to the data stored in a database and/or for opening and reading documents. Users select a view to see a list of documents in the database and then open documents from there. Web users can click a link to open a document. Every database must have at least one view; most databases have several views to organize and present documents in different ways.

## **II. LOGIN PRIVILEGES**

There are four classes of users associated with the DOE Industry Interactive Procurement System (IIPS): A. Guests, B. Registered, C. Subscriber, and D. Contracting Officer & Contract Specialist (CO/CS). Depending on the user's classification, the users will be able to view certain information such as only their own proposals/solicitations and information received from the contracting officer. Industry will only be granted privileges associated with the first three classes of users listed as follows:

### **A. GUEST (ANONYMOUS)**

Guest users are not required to login. This access level provides the user with the ability to view and download all solicitations, solicitation documents, and solicitation messages. At this level, users ***do not*** have the ability to submit proposals electronically, create or edit any forms via this web site except for the registration, subscription or combined registration/subscription forms.

### **B. REGISTERED**

Industry users who wish to submit ***proposals*** electronically must register for a unique user id and password. A user must have completed the electronic registration form ***and*** received notification of acceptance from the Government ***prior*** to being able to login as a registered user. (See the sections of this manual entitled "*Register*" and "*Submitting a Bid/Proposal and Other Forms*" for more information on these topics.) Registered users have all the abilities of a guest; they also have the ability to create and view ***their own*** proposals and contractor response forms as well as view Award Notification or Government Response documents that relate to their proposal.

### **C. SUBSCRIBER**

Industry users who wish to receive automatic e-mail notifications regarding business opportunities must subscribe to IIPS by completing either the subscription form or the combination register and subscribe form (See the sections of this manual entitled "*Subscribe*" and "*Register and Subscribe*".) Those users completing the subscription form only ***are not*** provided with a unique user id and password. Rather, the user's name is placed on the electronic mail list. Other than the ability to receive notices, subscribers have the same access level and abilities assigned to a Guest user.

### **D. CONTRACTING OFFICER AND CONTRACT SPECIALIST (CO/CS)**

DOE Contracting Officers and Contract Specialists have all the abilities of a guest, plus they have the ability to create, view, and edit ***their own*** solicitations, solicitation documents, solicitation messages, and government response forms. They also have the ability to view contractor prepared proposals and responses to a solicitation for which they are responsible. They ***do not*** have the ability to review proposals or source selection data not under their purview nor do they have the ability to edit proposals once submitted by registered users.

### **III. ACCESSING IIPS VIA THE DOE-CENTER WEB SITE**

#### **A. DOE-CENTER WEB ADDRESS**

- Launch your Internet browser such as Netscape, Internet Explorer, Mosaic, etc.
- Connect to the IIPS web site by entering the Universal Resource Locator (URL) then the domain name or address:

<http://e-center.doe.gov>

The DOE-center's homepage (as shown below) and can be viewed by all users. Looking over the home page, the screen is visibly divided into two main areas: 1. the frame (as defined by the top and left borders), and 2. the view pane that displays the selected web page. If your screen is not large enough to display the entire page, scroll bars will automatically appear.

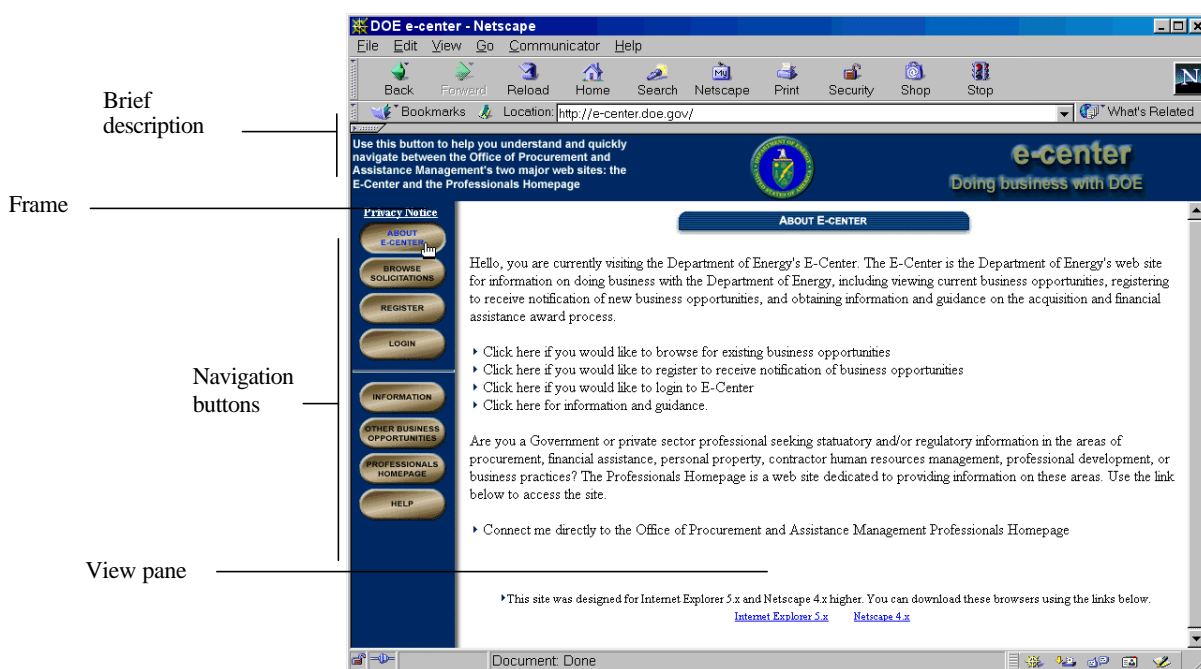


Figure 1: DOE-Center & Information home page

Links are conveniently located for downloading either Internet Explorer or Netscape browser.



## **B. VIEWING THE DOE-CENTER WEB SITE**

### **1. Frame**





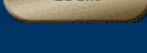



As mentioned in the previous section, the frame contains the name of the web site, DOE-center Doing Business with DOE, as well as eight hypertext buttons that navigate users to various locations within or linked to the DOE-center site. Those eight **navigation buttons** include the following: About E-center, Browse Solicitations, Register, Login, Information, Other Business Opportunities, Professionals Homepage, and Help.

By placing the pointer over a hypertext button, a *brief description* of the web page you are about to access will be displayed in the upper left corner of the frame. The text disappears when the pointer is moved away from the button.

Only four of these locations allow users to interact with IIPS directly: Browse Solicitations, Register, Login, and Help. Depending on a user's classification, s/he can proceed beyond the IIPS home page by selecting Register or Login. Guest users have access to only Browse Solicitations and Help.

The remaining locations provide additional information that is helpful to industry in understanding how to do business with the government. For this reason the Information, Other Business Opportunities, and Professionals Homepage locations will not be describe in detail in this user manual.

Table 1: Navigation buttons

NAVIGATION BUTTONS	DESCRIPTION
	Opens to the E-center home page and provides brief information about the sites. A few hyperlinks are listed to sites that can also be accessed by clicking a button in the frame.
	Directly links to IIPS. All users can only view and print general information about the solicitations that are listed in the Industry Interactive Procurement System.
	Directly links to IIPS. Users can access the electronic forms to register as a user and subscribe to receive email notifications when new solicitations are posted to the web site. A user may also elect to unsubscribe without being removed as a registered user.
	Directly links to IIPS. Once a user receives notification that his/her registration form has been approved, the registered user can login to IIPS to begin submitting proposals or creating solicitations depending on their level of access. Users can also change their own login password.
	Guides users to information on how to do business with DOE by providing links to additional web pages. Read topics such as Understanding DOE contracting, Getting on the DOE Bidder's List, etc.
	Guides user to other government web sites including field offices nationwide. Hyperlinks are available to Commerce Business Daily, Federal Financial Assistance information, and more.
	Provides access to Office of Procurement and Assistance Management site which includes information about Contractor Human Resources, Business Practices, and more.
	Provides contact information and a download of the Industry Interactive Procurement System Users Guide.

### **2. View Pane**

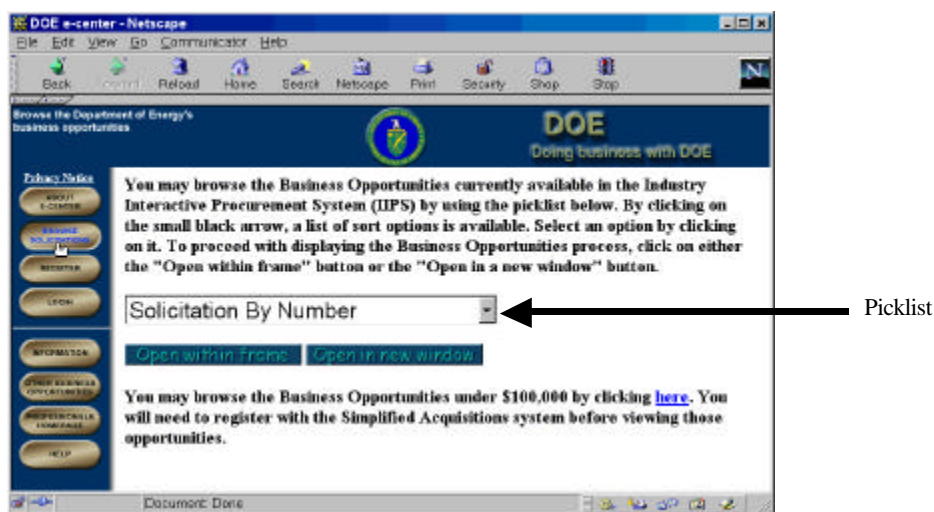
"About E-center" is the home page that is linked to the first navigation button labeled "About E-center" listed in the frame's left border. As demonstrated throughout this document, hypertext links can appear as underscored text often of another color other than black or as a 3-D object such as a button. Most web pages contain hypertext links that take the user from one web page

to another within the same web site and sometimes to a web site external to DOE. Selecting one of these objects will navigate you to another web page. Click a navigation button in the left frame to view the specified web site. If the frame disappears, click the Back browser button to return to the previous view.

### 3. Viewing web pages

IIPS does allow two options for displaying a web page: **Open within frame** and **Open in new window**. Before entering a specific location, users are given the option to open a web page within the view pane or to display the web page in a new browser window.

For Example, click on the **BROWSE SOLICITATIONS** button. The two options for displaying the next web page are located below the pick list text box:



#### 1. Open within frame

The view pane is designed to display the web page inside the frame so that navigation buttons are clearly displayed and easily accessible at all times.



## 2. Open in new window

This option opens a second browser window to display the web page. This window excludes the frame thereby allowing users a larger viewing area. The first window remains opened in the background. To close the second window without closing the browser, click on the **Close** button.

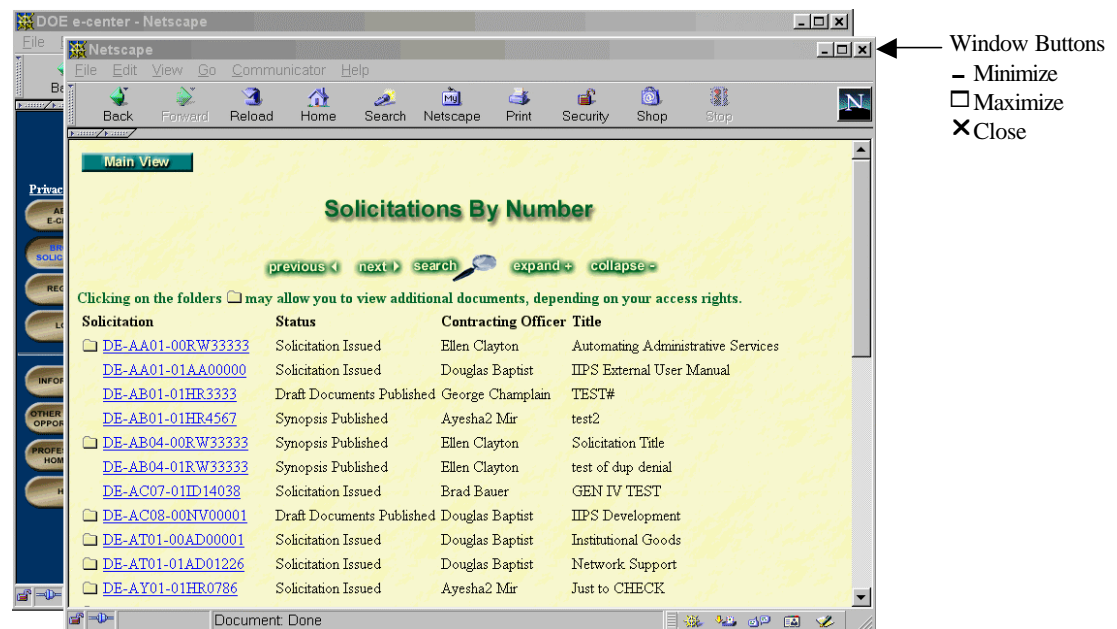


Figure 4: Open in new window option

## C. VIEW A SOLICITATION

- Click on a Solicitation number hyperlink to view general information about the specific solicitation.

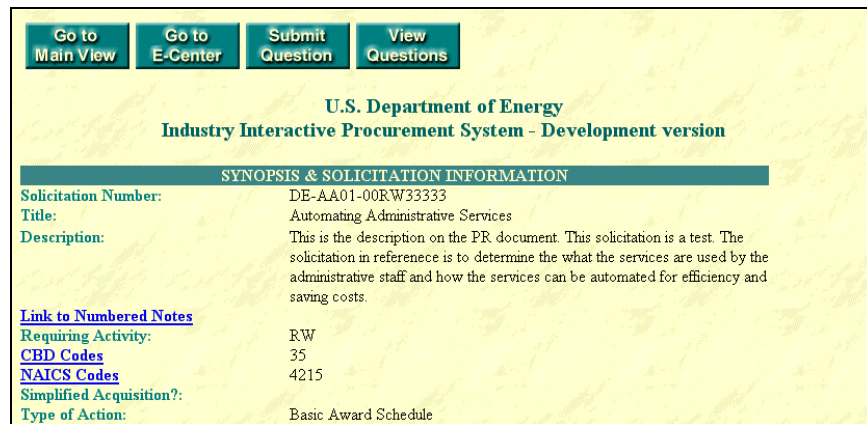


Figure 5: Solicitation view

#### **D. MAIN VIEW**

Once inside IIPS, links to the **Main View** are referenced on various pages throughout the site.

- Click on the **Main View** button at the top of the current screen.

The **Main View** appears:



Figure 6: The Main View

The **Main View** provides a list of options to view solicitations, which the user can choose from. The view that appears is for anonymous users (as shown above).

Additional information is also presented such as the User Manuals and a toll free number to the IIPS Help Center.

You can then click on the [Number](#) hyperlink to view solicitations sorted by solicitation number.

## **IV. ACCESSING THE DOE INDUSTRY INTERACTIVE PROCUREMENT SYSTEM**

### **A. ABOUT E-CENTER**



Figure 7: E-center Home Page

The web site opens to the home page titled **About E-center**. Hyperlinks as indicated by text that start with **Click here...** are available for users to browse, register, login, or view information pertaining to IIPS. Note these hyperlinks are the same links as the second, third, fourth, and fifth navigation buttons listed on the frame. Click a hyperlink and a new page appears. The associated navigation button is highlighted indicating it is selected.

### **B. BROWSE SOLICITATIONS**

The Browse Solicitations web page provides a medium for visitors or "Guest" users to view solicitations and simplified acquisitions that are issued by the Department of Energy without committing any information about themselves or to a solicitation. These users have not yet submitted their proposals via IIPS, but may choose to do so by becoming a registered user at a later time. Guest users are not required to login and can lookup and download initial solicitation information at anytime.

#### **1. Guest Users**

##### ***a. Browsing Solicitations***

- To view Solicitations, click on the **BROWSE SOLICITATIONS** hypertext button.

The Browse Solicitations web page appears. Instructions are provided to assist new users on how to view this information. Selecting a view option from the pick list will sort the solicitations either by Number, Current Status, or Program Office, and so on when displayed in the viewing



area. "Solicitation By Number" is the first option on the list and, therefore, the default option that appears in list box.

- Click the drop-down arrow to reveal the list of available options.
- Highlight and click on **Solicitation by Number** for this exercise if you are a first time user.
- Click on the **Open within frame** button.

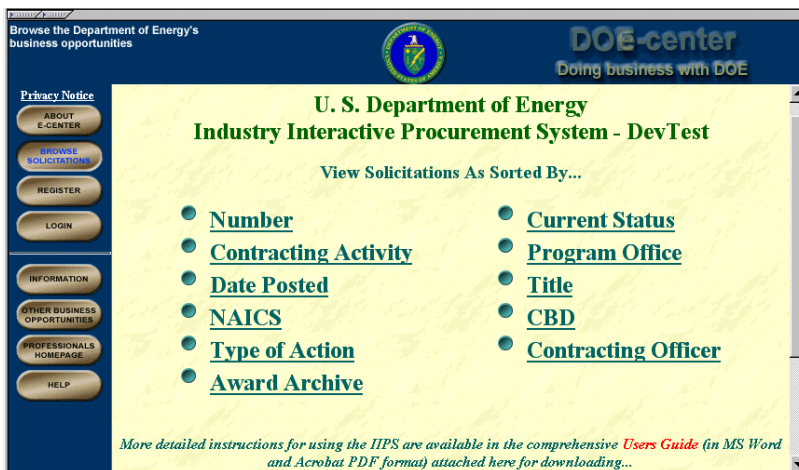


Figure 8: Browse Solicitations view - pick list

- Click on a view option such as **Number**.

The next screen that appears will contain a list of all public synopses and solicitations created in the database sorted by the synopsis and/or solicitation number. For more information on how to view solicitation information, see the section of this guide entitled VI. USING FORMS, 1. View a New Synopsis or Solicitation on page 37 for a detailed description of the various views available.



Figure 9: Browse Solicitations - expand a folder view

- Click on the folder icon to expand a list of document views associated with the solicitation.
- Click on the solicitation number hyperlink to open and display public information pertaining to that solicitation.

If a solicitation (or other heading – depending on the option you selected) has a folder next to it, clicking on the folder will display additional information, **subject to the level of access of the logon user**. For instance, in the **Solicitation by Number** view, clicking on the folder next to the synopsis or solicitation number may display documents such as the Statement of Work, Cost Exhibits or other information needed to understand the supply or services being acquired.

- Click on the solicitation number hyperlink to open and display public information pertaining to that solicitation.

The **Synopsis & Solicitation Information** for the specific solicitation appears.

The screenshot shows a web interface for the U.S. Department of Energy's Industry Interactive Procurement System (Development version). At the top, there are four buttons: 'Go to Main View', 'Go to E-Center', 'Submit Question' (which is highlighted with a mouse cursor), and 'View Questions'. Below these buttons, the text 'U.S. Department of Energy' and 'Industry Interactive Procurement System - Development version' is displayed. A section titled 'SYNOPSIS & SOLICITATION INFORMATION' contains the following details:

Solicitation Number:	DE-AA01-00RW33333
Title:	Automating Administrative Services
Description:	This is the description on the PR document. This solicitation is a test. The solicitation in reference is to determine the what the services are used by the administrative staff and how the services can be automated for efficiency and saving costs.
<a href="#">Link to Numbered Notes</a>	
Requiring Activity:	RW
CBD Codes	35

Figure 10: The Synopsis & Solicitation Information form

**NOTE:** Guest users may submit a question to the assigned CO/CS for the specific solicitation as well as immediately view the question submitted. Once a question is submitted, it cannot be edited. See the following sections on submitting and viewing questions.

### ***b. Submitting a Question***

To submit a question on a specific solicitation, follow these steps:

- Click on a view option such as **Number** from the **Main View**.
- Click on a solicitation number.
- Click on the **Submit Question** button at the top of the screen.
- The **IIPS Solicitations Question** window appears.

The screenshot shows a Netscape browser window titled "IIPS Solicitation Questions". At the top, there is a table with four columns: "Solicitation Number", "Section", "Attachment Letter or #", and "Number of Provision/Clause". The "Solicitation Number" column contains the text "DE-AA01-00RW33333". Below the table, there is a "Please Read" hyperlink and a "Question:" label followed by a large text input area. Further down, there is a "Contact Information" section with a warning message: "Please provide the information below so that we may contact you for clarification, if needed. This information is for Department of Energy use only and will not be publicly posted." Below this warning are four input fields labeled "Name:", "Company Name:", "E-mail:", and "Telephone:". At the bottom of the form is a "Submit" button.

Figure 11: IIPS Solicitation Questions form

If you wish to exit this screen without submitting a question, click on the "X" button to close the window.

To proceed, follow these steps:

- Click the drop-down arrow to specific a **Section** if applicable.
- Enter the **Attachment letter or number**.
- Enter the **Number of the Provision/Clause**.
- Click on the **Please Read** hyperlink.

The screenshot shows a Netscape browser window titled "Vendor Help". The main text is a warning: "Warning!! By submitting this form you will be posting this question to a publicly accessible database. Although your question will viewable initially by only certain DOE personnel, it may be deemed necessary to share your question, and its answer, with the general public in order to aid others with the same area of confusion. Therefore, do not include confidential information or details that you want to keep private." Below this warning, it states: "Your name, company name, email, and telephone will not be viewable by anyone other than DOE contracting personnel." At the bottom, there is a "Close this window" hyperlink.

Figure 12: Please Read from IIPS Solicitation Questions form

Carefully read the information on this screen. It provides pertinent information about questions as well as answers that will be posted on the IIPS site.

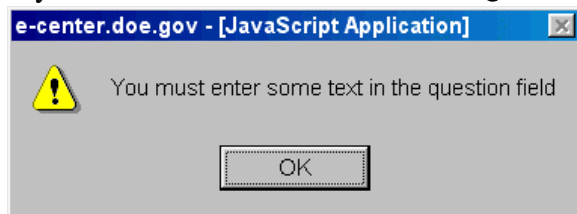


- Click on the **Close this window** hyperlink to return to the **IIPS Solicitation Questions** view.

Complete the contact information fields. All of the contact information is required.

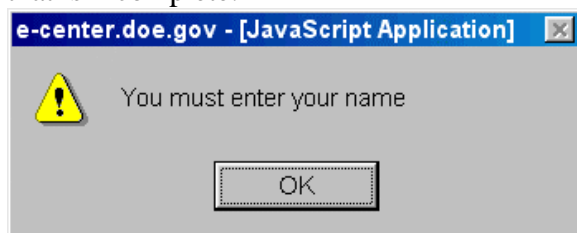
- Enter your **Name**.
- Enter your **Company Name**.
- Enter your full **E-mail** address.
- Enter your **Telephone** number including area code.
- Click on the **Submit** button.

If you do not enter information in the **Question** textbox, the following dialog box appears:



- Click on **OK** and enter a question in the appropriate field.

If you do not enter any contact information, the appropriate dialog box will appear for each field that is incomplete:



- Click on **OK** and complete all required fields.
- Click on the **Submit** button.

### *c. Viewing Questions*

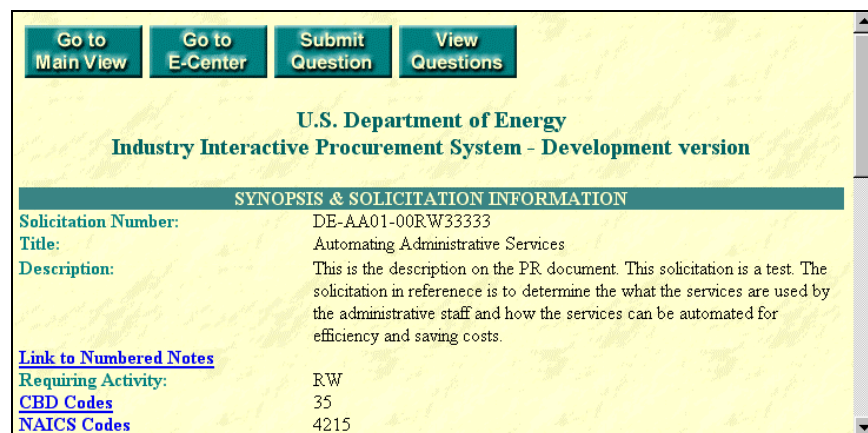


Figure 13: View Questions button

- Click on the **View Questions** button.

The **Solicitation Questions** screen appears:

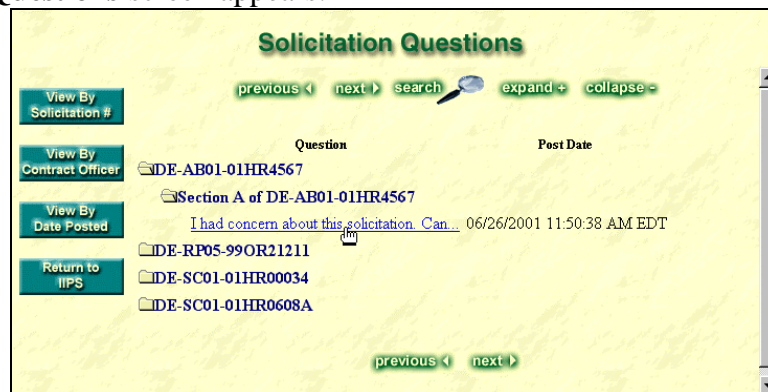


Figure 14: Solicitation Questions view

**View By Solicitation #** is the first option and the default setting.

- Click on each folder to expand the section view.
- Click on the hyperlink to display the question submitted and the answer.
- Click on the **Return to IIPS** button to return to the **Main View**.

To become a registered user or subscribe to e-mail notifications, read sections “REGISTER” and “SUBSCRIBE” on the following pages in this manual. If you would like to know how you can find out more about using the Industry Interactive Procurement System, read the section on getting “HELP”.

### C. REGISTER

Once at the DOE-center home page, those who wish to become a registered user, including a Contracting Officer/Contract Specialist, should proceed to register as an IIPS user. As previously mentioned, the **CO/CS and reviewers must register with the IIPS** to be able to access the main database. You must use a specific “user name” when you register. Either your IIPS Point-of-Contact (POC) or the cognizant CO/CS will provide this “user name”. A list of CO/CS is provided in the appendices.

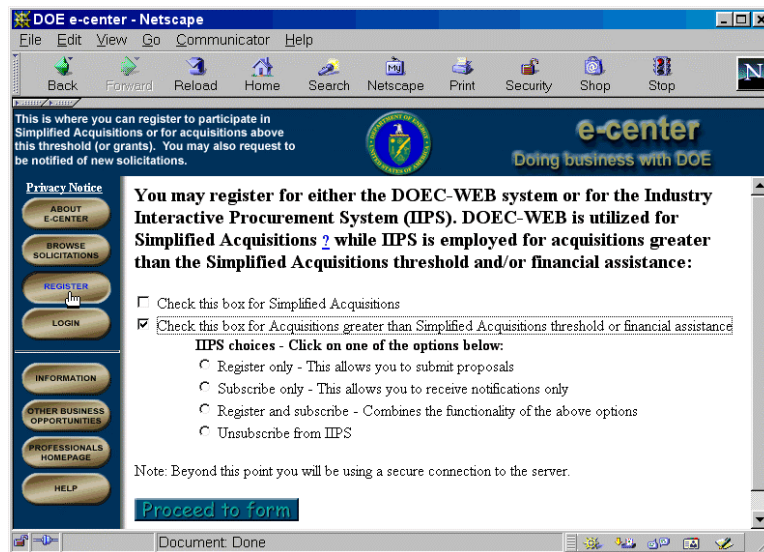


Figure 15: Register with IIPS

Guests can register themselves or their organization at this web site in order to submit proposals via IIPS. They may also elect to subscribe to receive e-mail notifications of new solicitation postings to the web site. The Contracting Officer, Contract Specialist, and reviewers must also register, but do not need to subscribe to notifications due to their classification. All of these activities occur in the database under a secure environment.

Those individuals who have the authority to enter their company into a legally binding contract and intend to submit proposals via this system must also electronically register prior to being able to submit proposals on this system. All users who register will subsequently receive confirmation via an e-mail message that they are registered. Once registered, you will log in using your name and password.

**NOTE:** Your password in this system is encrypted and the IIPS System Administrator does not have the ability to look up anyone's password. However, the IIPS System Administrator can reset the password to a new one if you forget your password.

Users registering for the first time will encounter a number of screens. If for any reason you are unable to complete the process and need to exit without submitting your request, click the **Back** button on your browser's toolbar or click on a navigation button such as Browse Solicitations.

To register, follow these steps to guide you through each process:

### 1. Register

- Click on the **REGISTER** button.
- Click in the second checkbox to select "Check this box for Acquisitions greater than Simplified Acquisitions threshold or financial assistance."
- Click in the radio button to select "Register only..." under the IIPS choices option.
- Click on the **Proceed to form** button at the bottom of the screen.

**a. Security Information and New Site Certificate**

A "Security Information" dialog box appears to warn users of transmitting personal data. If you do not want this box to appear again, click in the checkbox to remove the checkmark. By selecting the **Continue** button, users can proceed to register. If you click on the **Cancel** button, you will be returned to the **Register** web page.



Figure 16: Security Information dialog box

- Click on the **Continue** button.

**Netscape Users...**



Figure 17: New Site Certificate - first of several screens

For those using Netscape, a series of "New Site Certificate" screens will appear for those entering the secure site for the first time.

- Click on the **Next** button for this and any subsequent screens.

<b>TIP:</b>	On the 3 <sup>rd</sup> screen, look for the "accept certificate forever" option and select it. This eliminates repeating this process each time you access the IIPS site.
-------------	---

- Click the **Finish** button on the last of these screens.

A "Certificate Name Check" window will appear.

- Click on the **Continue** button.

**Internet Explorer User...**

For those using Internet Explorer, two "Security Alert" screens will appear.

- Click on the **OK** button on the first screen.
- Click on the **Yes** button on the last screen.

For either Netscape or Internet Explorer users, once you have accepted the encryption Certificate, a Notice of Disclaimer appears.

### ***b. Notice of Disclaimer***

A “Notice of Disclaimer” will appear on the screen. Read the information carefully. You must click on “I Accept” to proceed past this point. Those who decline cannot register.

**Notice of Disclaimer**

As a condition to register or to subscribe to the Industry Interactive Procurement System (IIPS), you on behalf of your company agree to the terms and conditions of this Notice of Disclaimer (this "Notice"). This Notice sets forth general terms and conditions regarding the use of IIPS. By clicking on the Accept button below, you acknowledge that you are aware of and accept the parameters within which the US Department of Energy will be conducting electronic business via IIPS. Specifically, you agree to the following:

- You agree to protect the user name and password assigned to your firm. Any compromise of this information on your part may result in your firm's registration being removed from IIPS;
- Once you register on IIPS, you may join a solicitation specific mailing list, however, the government makes no guarantee of electronic mail notification. Best practice would include frequent visits to the IIPS web site;
- You agree to accept our "digital signature" approach as detailed in each solicitation. A "digital signature" may be accomplished, by completing and submitting requested information via IIPS using your unique user name and password; by completing, signing and transmitting the requested documents via e-mail or facsimile, or by manually signing the requested documents and submitting the signed original via US mail;
- You agree to use IIPS for its intended purpose only, i.e., to receive solicitation information from and to submit proposal this information to the US Department of Energy;
- You agree to maintain the accuracy and currency of the information in the user account, and;
- You agree to the use of the North America Industrial Classification (NAIC) Code for the purpose of receiving information regarding business opportunities at the US Department of Energy. It is the vendor's responsibility to choose the appropriate NAIC code. You agree that the failure to receive a notification due to the choice of NAIC code by the vendor is not the responsibility of the US Department of Energy. Potential vendors are advised that IIPS transmits e-mail notifications based on the NAIC codes; however, the solicitations will continue to employ the SIC codes until the FAR regulations are revised to incorporate the NAIC codes.

**I Accept I Decline**

Figure 18: Notice of Disclaimer

- Scroll to the bottom of the page.
- Click on either **I Accept** or **I Decline**.

**I Accept:** Returns to the IIPS Register home page.

**I Decline:** Moves to the registration form.

### ***c. Registration form***

**Fields marked with a \* are required fields**

**General Company Information**

Company Name: \*

Business Unit: \*

DUNS Code: \*

Street / PO Address: \*

City, State, Zip: \*

**Contact Information**

First Name: \*

Middle Initial: \*

Last Name: \*

(please do not include suffix like Jr., Sr., etc. in Last Name field)

E-mail Address: \*

Phone Number: \*

Password: \* cemstu974 PLEASE RECORD YOUR PASSWORD. It will be encrypted as soon as you submit this request. This is a random password. Feel free to change it, but it must be at least 6 characters long.

**Submit registration**

Figure 19: Online Registration form

### **(1) General Company Information**

By standard procedures, all fields that require input are preceded by a yellow sphere.

**Note:** Do not enter "N/A" in any blank field.

### **(2) Contact Information**

Scroll down the screen to reveal the "Contact Information" section. Fill-in the First Name, Last Name, E-mail, and Phone Number data fields under this section.

### **(3) Password**

Make note of the random password issued when you scroll down the screen. You can change the password at this time or at a later time. A new password should contain at least 6 alphanumeric characters and no spaces. Passwords are case sensitive and will be encrypted once the form is submitted. Passwords must conform to the [DOE Notice 205.3](#), Password Generation, Protection and Use.

- Click on the **Submit registration** button at the bottom of the form.

#### ***d. Encryption Information***

An "Encryption Information" dialog box may appear indicating the registration information sent has been encrypted for security purposes and forwarded to the IIPS System Administrator.

- Click on **OK** if the box is displayed.

#### ***e. Forget to fill-in a required field***

If a user does not complete a required field, a message screen will appear prompting the user to fill-in the specified field(s). The following screen depicts the message a user will see and can easily identify the field(s) that require attention. You may be asked to provide Company Information. This occurs when the user name you entered is not the same as the name that was listed in IIPS for you as a CO/CS or reviewer. Please contact the IIPS POC or the hotline for assistance.

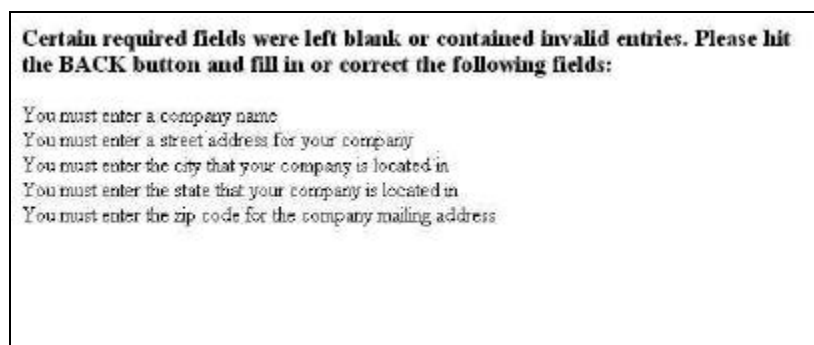


Figure 20: Register - Notice to fill-in required fields

- Click the **Back** button on the browser's toolbar
- Fill-in the appropriate field(s)
- Click the **Submit registration** button again.



*f. Registration completed*

Thank you, Mark, for your registration. You will receive confirmation from the appropriate systems once your registration has been processed.

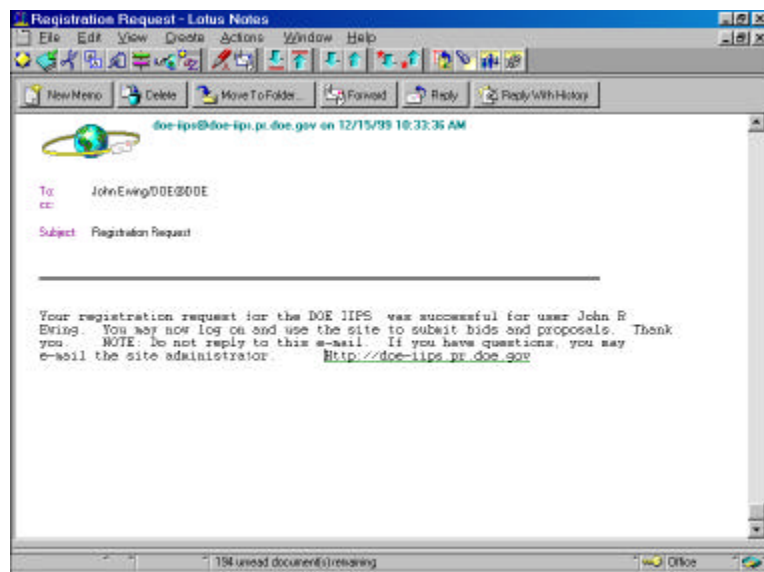
Figure 21: Registration confirmation - Thank You!

A message similar to the one above will be displayed when your registration request is received and saved on the IIPS secure server.

- Click the a navigation button such as the **Browse Solicitations** to exit this screen.

*g. Registration Notification*

As mentioned in the screen above, a user's registration is not complete until the information has been processed by the IIPS Administrator. Upon completion of the process, a user will receive an e-mail notification similar to the following message:



Deleting this notification will not interfere with the IIPS database nor the user's registration status.

## **2. Subscribe**

As mentioned at the beginning of this section, Guest users may subscribe to receive e-mail notifications of new solicitations that are posted to the web site. The Contracting Officer, Contract Specialist, and reviewers do not need to subscribe, due to their specific access rights.

**Subscribe** provides e-mail notices of new Solicitations based on the first three digits of the North American Industrial Classification System (NAICS) code, which is replacing the SIC code. Notices are sent based on the CBD code also. When a solicitation is created in the IIPS database, the CO/CS assigns an NAICS and CBD code to that solicitation. Subscribers who have requested to be notified of new solicitations with the same NAICS or CBD code will automatically receive an e-mail notification.

Registered contractors may choose to join a solicitation specific mailing list by clicking a link while reviewing the synopsis or solicitation. Be advised that there is no guarantee of e-mail notification. Best practice would be frequent visits to the web site. A user must be registered to receive solicitation specific e-mail notifications.

To subscribe:

- Click on the **REGISTER** button. (See Figure 19: Online Registration form on page 20.)
- From the Register web page, click the 2nd checkbox to select "Check this box for Acquisitions greater than Simplified Acquisitions threshold or financial assistance."
- Click on the radio button to select "Subscribe only..." under IIPS choices.
- Click on the **Proceed to form** button.
- Click on the **Continue** button if the **Security Information** dialog boxes appear.
- Click on **I Accept** or **I Decline** at the bottom of the **Notice of Disclaimer** web page.

You must click on "I Accept" to proceed past this point. Those who decline cannot register. See Figure 18: Notice of Disclaimer on page 20.

The online subscription form appears:

Fields marked with a ★ are required fields

**General Company Information**

Company Name: ★

Business Unit: ★

Type of Business: ★

Type of Ownership: ★

Type of Organization: ★

DUNS Code: ★

Street / PO Address: ★

Street / PO Address: ★

City, State, Zip: ★

County: ★

Number of employees: ★

(including affiliates, for four preceding calendar quarters. Req'd for small business)

Figure 22: Subscription form

Complete the form as much as possible and be sure to fill in all required fields. Otherwise, the form will not be accepted for submission. If you forget to fill-in a required field, IIPS returns a notice identifying which field(s) requires an entry. See section e. Forget to fill-in a required field on page 21 for additional information.



- Scroll down the screen to view and enter more fields.
- Click on the **Submit registration** button at the bottom of the page.

### 3. Register and Subscribe

**Register and Subscribe** provides a combination of **Register** and **Subscribe** as well as all the fields that make up both forms. As a result, the need to enter duplicate information such as name and address when filling in two forms is alleviated.

Information requested on this form includes company information, e-mail address, names of officers, affiliations, authorized signers, and company size. This form should be used by contractors who wish to subscribe and register at the same time.

- Click on the **REGISTER** button.
- Click on the 2<sup>nd</sup> checkbox to select **Check this box for Acquisitions greater than Simplified Acquisitions threshold or financial assistance.**
- Click on the radio button to select **Register and Subscribe.**
- Click on the **Proceed to form** button.
- Click on the **Continue** button when the **Security Information** dialog boxes appear.
- Click on **I Accept** or **I Decline** when the **Notice of Disclaimer** web page appears.

You must click on “I Accept” to proceed past this point. Those who decline cannot register.

The **Register and Subscribe** form appears. Complete this form as much as possible and be sure to fill-in all required fields. Otherwise, the form will not be accepted for submission. If you forget to fill-in a required field, IIPS returns a notice identifying the field that requires an entry:

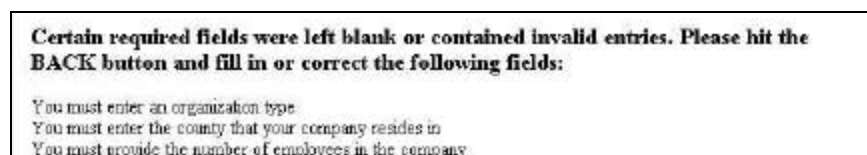


Figure 23: Required field(s) left blank

- Click the Back button to return to the Register and Subscribe form.
- Complete the required fields.
- Click on the **Submit registration** button at the bottom of the form.

### 4. Unsubscribe

Contractors can use this option to stop e-mail notifications of new or modified Solicitations based on NAICS or CBD codes. This will not prevent them from submitting proposals.

- Click on the **REGISTER** button.
- Click on the 2<sup>nd</sup> checkbox to select "Check this box for Acquisitions greater than Simplified Acquisitions threshold or financial assistance."
- Click on the radio button to select **Unsubscribe from IIPS.**

- Click on the **Proceed to form** button.
- Click on the **Continue** button when the **Security Information** dialog boxes appear.

The "Unsubscribe from Business Opportunity Mailing List" electronic form appears:



Figure 24: Unsubscribe form

- Complete the information as it was entered when you *initially* subscribed or last modified. You must enter your user name exactly the same as when you log in.

The next section will show logged on users how to view their registered name.

## D. LOGIN

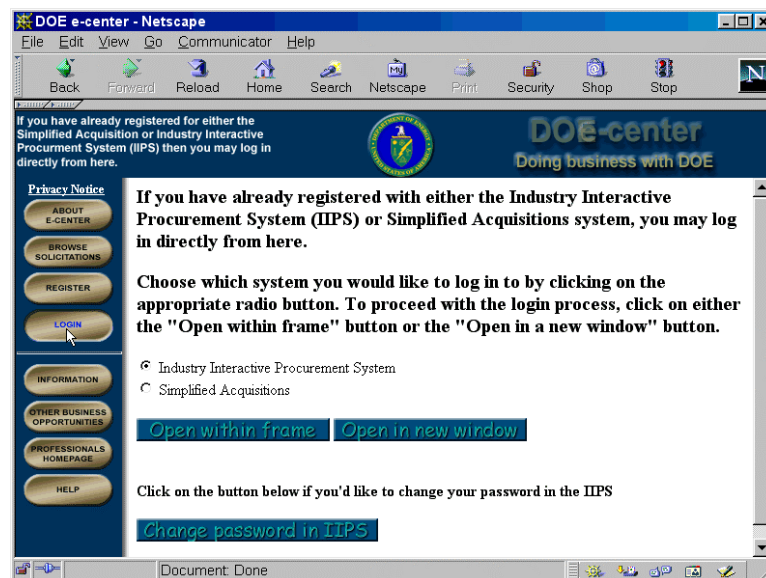


Figure 25: Login view

### 1. Login to Access IIPS

- Click the on **LOGIN** button.
- Select the radio button for "Industry Interactive Procurement System".

- Click on the **Open within frame** (or the Open in new window) button.

A series of **New Site Certificate** dialog boxes will appear.

- Click on the **Next** button to pass through these screens.
- Click on the **Finish** button on the last screen to complete the process.

A **Username and Password Required** dialog box will appear:

A dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside says "Enter username for /iips at doe-iips.pr.doe.gov:". Below this, there are two input fields: "User Name:" and "Password:". At the bottom, there are two buttons: "OK" and "Cancel".

Figure 26: Username and Password Required dialog box

- Enter your **User Name**.
- Enter your **Password**. Remember, your password is case sensitive.
- Click on **OK**.

A **Security Information** dialog box will appear. You can deselect the option to **Show This Alert Next Time** to avoid repeating this step each time you login.

- Click on the **Continue** button.

The "**View Solicitations As Sorted By...**" screen appears; this location in the database is referred to as the **Main View**.

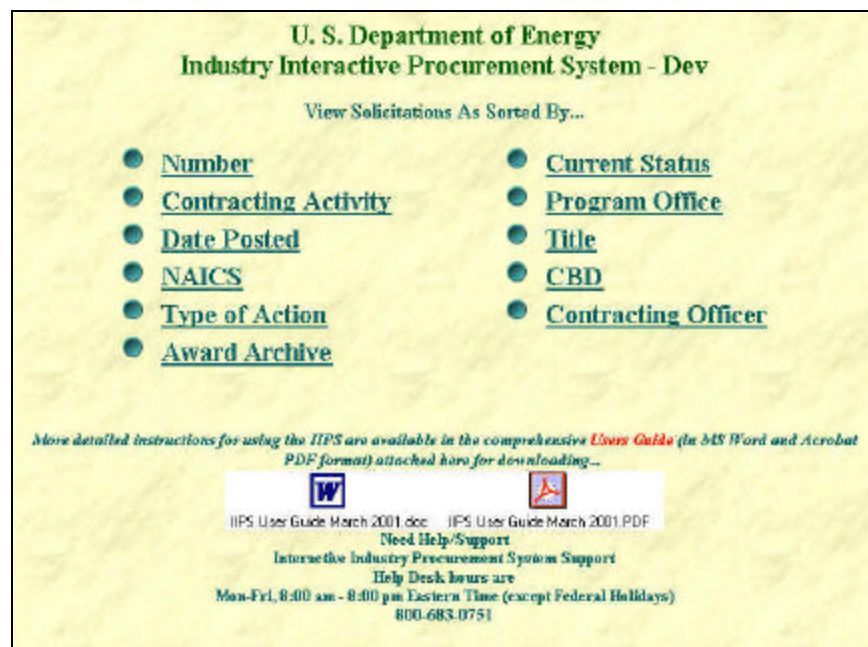
A web page titled "U. S. Department of Energy Industry Interactive Procurement System - Dev". Below the title is the text "View Solicitations As Sorted By...". There are two columns of radio buttons, each followed by a label: "Number", "Contracting Activity", "Date Posted", "NAICS", "Type of Action", "Award Archive" in the left column, and "Current Status", "Program Office", "Title", "CBD", "Contracting Officer" in the right column. Below this, there is a line of text: "More detailed instructions for using the IIPS are available in the comprehensive Users Guide (in MS Word and Acrobat PDF format) attached here for downloading...". Below this text are two icons: a Word document icon and a PDF icon. Below the icons are two links: "IIPS User Guide March 2001.doc" and "IIPS User Guide March 2001.PDF". Below these links is the text "Need Help/Support", "Interactive Industry Procurement System Support", "Help Desk hours are", "Mon-Fri, 8:00 am - 8:00 pm Eastern Time (except Federal Holidays)", and "800.683.0751".

Figure 27: The Main View

## 2. Change Password

**LOGIN** provides users the procedure to view their own login name and change their existing password. This user information cannot be viewed until registration has been approved and notification has been received.

**Follow these steps to view your login information:**

- Click on the **LOGIN** button.
- Verify the first radio button for "Industry Interactive Procurement Systems" is selected.
- Click on **Change password in IIPS**. See Figure 25: Login view on page 25.

The "Username and Password Required" dialog box will appear if you have not logged in to IIPS yet.

- Enter your **User Name**.
- Enter your **Password**.
- Click on **OK**.

The "Password Change Request" web page appears. Your login name appears as originally entered and cannot be changed.

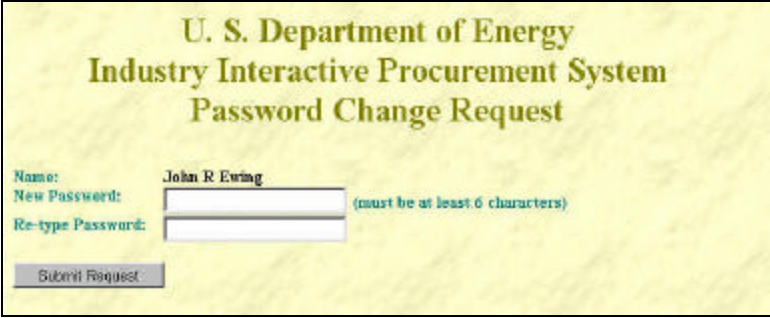
The screenshot shows a web form titled "U. S. Department of Energy Industry Interactive Procurement System Password Change Request". The form has a yellow background. It contains the following fields: "Name:" with the value "John R Ewing", "New Password:" with a text input field, and "Re-type Password:" with another text input field. A note "(must be at least 6 characters)" is next to the "New Password:" field. At the bottom is a "Submit Request" button.

Figure 28: Change Password Request form

- Enter your new password; a password must be at least 6 characters long. Remember to comply with DOE N 205.3!
- Retype your new password for verification purposes.
- Click on the **Submit Request** button.

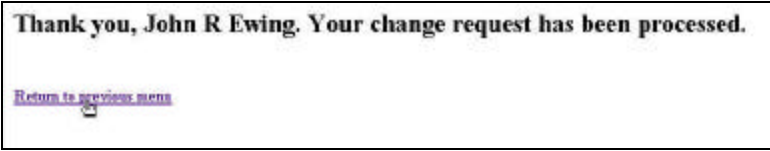
The screenshot shows a confirmation message: "Thank you, John R Ewing. Your change request has been processed." Below the message is a link that says "Return to previous menu" with a small icon of a computer monitor.

Figure 29: Change request accepted

A confirmation screen appears indicating your request has been processed. Because you are all ready logged in to IIPS, you will not need to enter your new password until the next time you access the IIPS database.

- Click on the [Return to previous menu](#) hypertext link.
- Click on the **Continue** button if the "Security Information" dialog box appears.

You are returned to the Login web page.

- Click on **Open within frame** if you wish to continue viewing solicitation information.

## E. INFORMATION

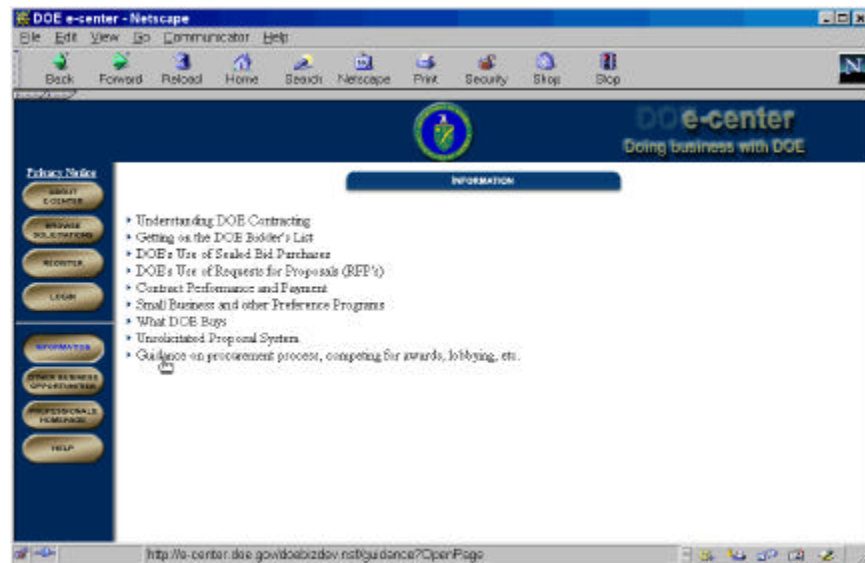


Figure 30: Information view

When a user clicks on the **Information** navigation button, the **Information** page appears with several links listed that any user can access. Click on a link to read more information about conducting business for the U.S. Department of Energy. Use the **Back** and **Forward** browser buttons to return to the previously viewed page(s).

## F. OTHER BUSINESS OPPORTUNITIES

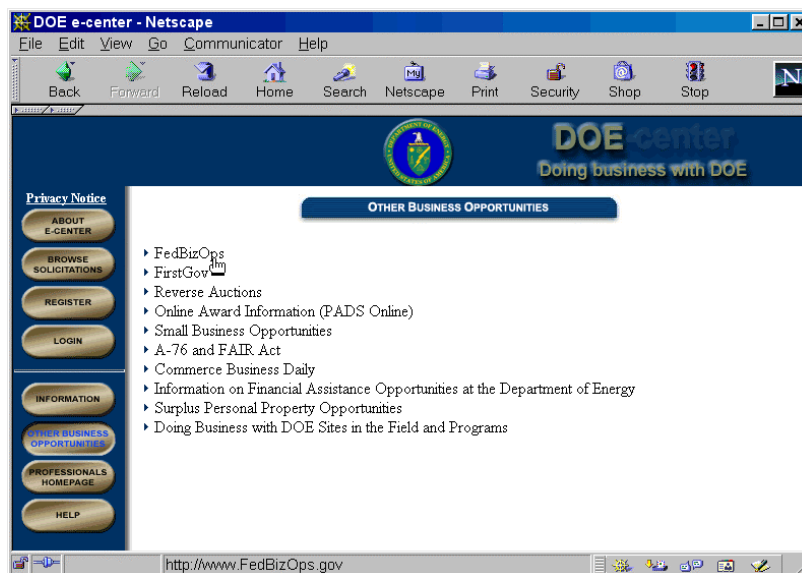


Figure 31: Other Business Opportunities

**Other Business Opportunities** is a web page that can be accessed by clicking on the appropriate navigation button. Several links appear that take users outside the IIPS web domain. Use the **Back** and **Forward** browser buttons to return to the previously viewed page(s).

## G. PROFESSIONALS HOME PAGE

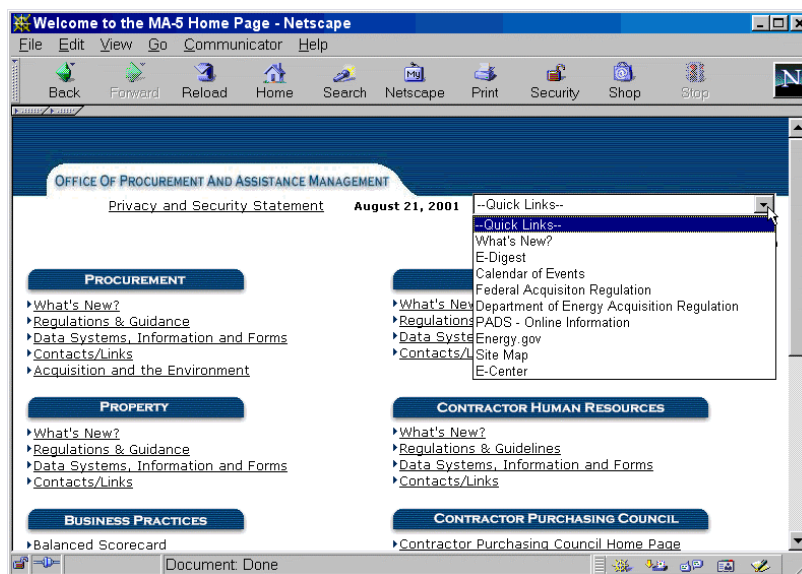


Figure 32: Professionals Home Page

Click on the **Professionals Homepage** button and the **Office of Procurement and Assistance Management** web page appears. It, too, is located outside of the IIPS web domain. To return to IIPS, click the **Back** browser button or click the **-Quick Links-** drop-down arrow to select **E-Center** from the list.



## H. HELP

**HELP** provides a number of resources to assist a user with any questions or concerns that s/he may have while accessing the IIPS. Points of Contact, phone numbers and email addresses are located here.

- Click on the **Help** navigation button.
- Select an option that would best assist with your inquiry.
- To exit the screen, click on another navigation button or the **Back** browser button.

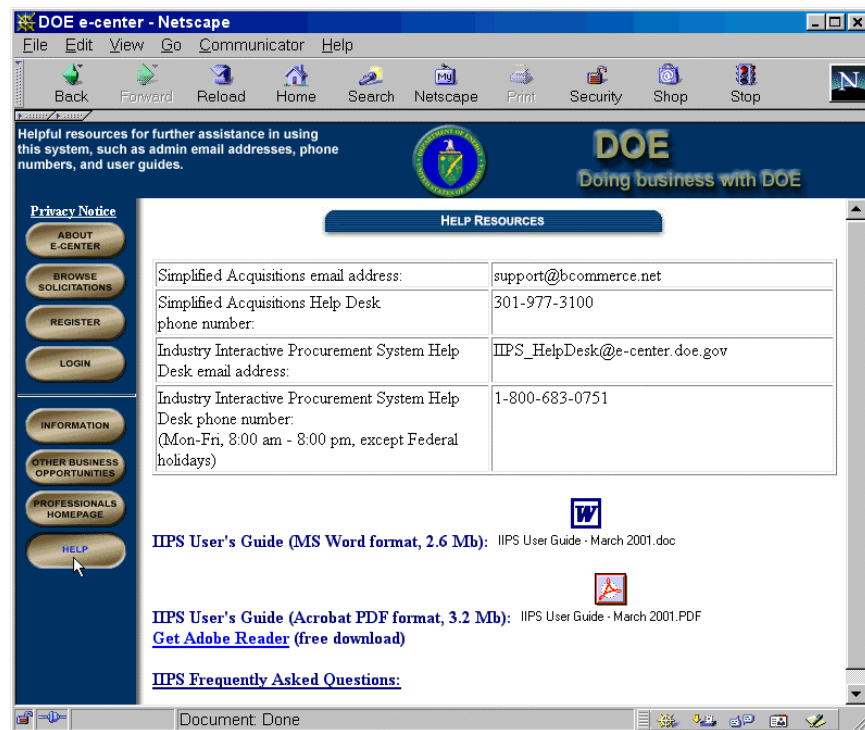


Figure 33: Help - Available Help Resources

Note that users have four ways to receive help:

1. Send an e-mail message to the IIPS Help Center.
2. Call the IIPS Help Desk using the toll-free number listed on the screen.
3. Download this Users Guide in Microsoft Word <sup>TM</sup> format, by clicking on the document hyperlink.
4. Use the IIPS Frequently Asked Questions link to view most commonly asked questions by many others who all ready become registered users.

## **V. HOW TO USE THE DOE BUSINESS OPPORTUNITIES DATABASE**

Whether you are a Guest or Registered User, the following section is designed to assist new users in understanding how to use IIPS . This section will describe what users will see in the DOE Business Opportunities database, how to maneuver around the database, and what to do once at a particular screen or page.

### **A. VIEWS**

#### **1. Main View**

After logging in to the IIPS, the system will display a list of available views. “Views” can be described as what information users will see on their computer screen and how that information will be displayed.

For example, some users will be accessing IIPS to view solicitations. Because there are many solicitations in the database and each one contains different information, IIPS provides the user with choices—sort options—in how they want to view the list of solicitations. Users can choose to sort the list by the solicitation number, by title, by contracting officer, etc.. There are 12 options to choose from, but only 11 of which are available to industry (the "Proposal" view is only available in specific cases as described below). These options are designed to help users by making it easier to find the solicitation they are looking for, and then displaying the solicitation information on the screen.

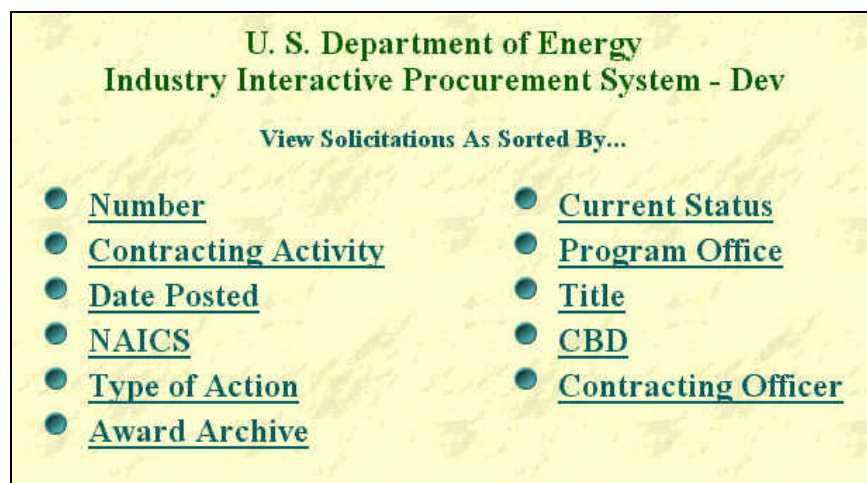


Figure 34: The Main View

Notice that users can elect to view their own proposal associated with a particular solicitation using one of the available 11 views. A proposal submitted by one registered user cannot be viewed or modified by any other registered user. Only the proposal submitted by the user will appear in the view; thereby, users can view only their own proposals and other bidders' proposal information remains **confidential and out of view**.



## **2. Types of Views**

There are currently 11 views within the DOE Industry Interactive Procurement System database that are functional for industry. You can select a view option by clicking on the view name, by which the solicitations are sorted. A description of each view is provided below:

***Number*** - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by solicitation number.

***Current Status*** - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by solicitation status. The current status categories are Synopsis Published, Draft Documents Published, Solicitation Issued, Proposals Received, Initial Evaluation Completed, Competitive Range Determined, Revised Offers Requested, Source Selected, Contract Awarded, and Canceled.

***Contracting Activity*** - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by contracting activity, e.g., Office of Headquarters Procurement Services or Albuquerque Operations Office.

***Program Office*** - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by the DOE program office, e.g., Office of Energy Efficiency and Renewable Energy.

***Date Posted*** - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by the date the solicitation was posted with the most recent solicitations listed first.

***Title*** - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by solicitation title. Where appropriate, other information is listed such as type of document, number of attached files, etc.

***NAICS Category*** - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses categorized by the first three digits of the NAICS code.

***CBD Category*** - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by the CBD Category. There are currently over 100 CBD categories.

***Type of Action*** - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by the type of contracting action being used, e.g., small business set-aside or full and open competition.

***Contract Officer*** - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by the contracting officer's last name.

**Award Archive** -Provides a list of Solicitations, which have resulted in an award. This view is sorted by solicitation number and contains award information including Contract Number, Contractor, or Contract Amount.

**Proposals** – This view is available only to the Contract Officer, Contract Specialist, and reviewers assigned by the CO/CS. This view provides a list of proposals and associated documents sorted first by solicitation number and then by company name. CO/CS and reviewers can only see proposals under their purview. Contractors do not have access to this view at all. Vendors who wish to view their own proposal information can access their documents via another view option such as Number.

### 3. Sub-views



Figure 35: Sub-views and -folders

Once a view is selected—in the example the Number view has been selected, the solicitation entry may be expanded to reveal sub-views. Sub-views are all the documents that provide additional information associated with a specific action. These documents are categorized as Solicitation Document, Solicitation Message, Proposal, Government Response, and Contractor Response *and* are created either by the Contracting Officer, the Contract Specialist, or a contractor.

One or more sub-views exist if a **folder** appears next to the view option. To expand the category's sub-view, click on the folder next to the view category. Subject to your access rights, the folder appears opened and a list of additional information pertaining to that solicitation is revealed. If no folder exists, no additional information is available. If a user selects a solicitation (number) that s/he has not been provided access, only publicly available information will be seen. Once again, users will be able to view only their own information.

## 4. Special Viewing Tools

### *a. Folder*

Sub-views exist if a folder can be seen next to the solicitation or document name. To expand the sub-view, click on the folder. The folder then appears opened and a list of additional information pertaining to that solicitation is revealed. If a folder does not exist, additional information is not available. If a user clicks on a folder and the solicitation does not expand to reveal its document categories, then the sub-views contain documents that are outside their purview.

### *b. Expand or Collapse*

The **Expand** and **Collapse** features work much like the folder. Rather than expand or hide one section at a time, the Expand and Collapse command links allow users to reveal or hide all sections at the same time.

### *c. Next or Previous*

**Next** and **Previous** are command links also. By using your mouse to point and click on the link, the user is able to move between pages of the document in view. This feature allows users to view information continued on another page rather than having to scroll down a long page of information.

### *d. Search*

Use the Search feature to produce a list of only those solicitations that contain a word, phase, or part of a solicitation number.

- Enter a word, phrase, or part of a solicitation number in the **Search for** text field.
- Click on the **Search** button and the results are displayed.

To exit the screen, click on the **Back** browser button or click on a navigation button such as **Login** to return to the **Main View** if you have already logged in.

The screenshot shows a web interface titled "search results" with a search bar containing "cats" and a magnifying glass icon. Below the title, it states "5 documents found". A table lists the search results with columns for Solicitation, Status, and Contracting Officer. The results include:

Solicitation	Status	Contracting Officer
<a href="#">DE-CD01-00HR00009</a>	Synopsis Published	Ellen Clayton
<a href="#">Cost Doc with 1 file named: malerror.doc</a>		
<a href="#">Tech Doc with 2 files starting with sample1.doc</a>		
<a href="#">Proposal: Jacks Towing, Provide dogs and cats for cleaning crumbies, 06/02/2000</a>		
<a href="#">DE-CJ01-00HR00003</a>	Synopsis Published	Charles Joyner

Below the table, there is a search bar with the text "Search for cat AND" and a "Search" button. Underneath, there are options for sorting results by "relevance" and returning a maximum of "10" results. There are also checkboxes for "Use word variants ('cat' will also find 'cats')" and "Fuzzy search".

Figure 36: Search "cats" in the IIPS database

## B. FORMS

“Forms”, as the term is used herein, are formatted web pages that gather and/or display information for a particular purpose. Various individuals complete these online forms during the solicitation process. Forms created in IIPS can be easily identified by the textboxes that require a user’s input. You must log in prior to creating or editing any form. Additionally, you must log in to view certain documents, such as proposals.

### 1. Types of Forms

There are several forms used for different purposes in IIPS. The user can enter information in the text fields by clicking in the box to activate the cursor. After selecting the solicitation view, you can perform functions on the forms contained in the database. Your access level, which is outlined in the Login Privileges section of this document, determines those functions. There are currently 6 main forms and 4 sub-forms used in the DOE Business Opportunities database.

The following table identifies which users are able to create “C”, view “V”, and/or edit “E” the forms and sub-forms in IIPS. The four Proposal Responses sub-forms such as “Offer and Other Documents” and “Technical Proposal” are editable by the Contracting Officer/Contract Specialist (CO/CS) so that they can assign Bid Readers (Reviewers) to the document. The CO/CS in the Table below signifies the Contracting Officer/Contract Specialist for a particular solicitation.

### 2. User Access Rights

Table 2: Access Rights to Forms and Subforms

FORM & SUBFORMS ACCESS RIGHTS OF USERS	GUEST			REGISTERED COMPANIES			CO/CS			REVIEWER		
	C	V	E	C	V	E	C	V	E	C	V	E
User Access												
Synopsis & Solicitation Information		✓			✓		✓	✓	✓		✓	
• Submit Question	✓	✓		✓	✓							
• View Questions								✓	✓		✓	✓
Solicitation Document		✓			✓		✓	✓	✓		✓	
Solicitation Message		✓			✓		✓	✓	✓		✓	
Proposal Submission (cover page)				✓	✓ <sup>†</sup>			✓				
• Offer and Other Docs				✓	✓ <sup>†</sup>			✓			✓ <sup>†</sup>	
• Business Mgmt Proposal				✓	✓ <sup>†</sup>			✓			✓ <sup>†</sup>	
• Cost Proposal				✓	✓ <sup>†</sup>			✓			✓ <sup>†</sup>	
• Technical Proposal				✓	✓ <sup>†</sup>			✓			✓ <sup>†</sup>	
Government Response					✓ <sup>†</sup>		✓	✓	✓			
Contractor Response				✓	✓ <sup>†</sup>			✓				
Simplified Acquisitions		✓					✓	✓	✓			

<sup>†</sup> View privileges are based upon assignment of the Contracting Officer/Contract Specialist.

<sup>‡</sup> Companies may only view their own proposals.

Registered companies can view all of their own forms listed above while Guests can view only solicitation information. For a detailed description on viewing and submitting these forms and sub-forms, see the following section “*Using Forms*” in this user manual.

## **VI. USING FORMS**

The following table reveals the types of online forms available in IIPS. Each form appears as a web page with objects such as text fields and buttons that allow the user to make changes. Depending on the level of access, each form can be hidden from, viewed, or edited by the logon user. The subsequent pages will provide greater details for using each of these forms.

Table 3: Form Names

<b>FORM NAME</b>	<b>DESCRIPTION</b>
New Synopsis or Solicitation	Allows the CO/CS to create a new synopsis or solicitation.
Solicitation Document	Method to allow the CO/CS to formally communicate with the vendor(s) regarding a specific synopsis, solicitation, or proposal.
Solicitation Message	Method that allows the CO/CS communicate informally with the vendor(s) regarding a specific synopsis, solicitation, or proposal.
IIPS Solicitation Questions	Form that allows Industry to submit a question and/or view the answer regarding a specific solicitation. The form provides a method for the CO/CS to post the answer.
View Questions	Allows users to view questions submitted regarding specific synopses or solicitations.
Proposal Submission	Allows registered users a method for uploading their proposal documents.
Set Global Readers	Allows the CO/CS to assign one or more readers to one or more proposal type documents.
Government Response	Allows the CO/CS to request a clarification from the registered vendor for the proposal document(s) submitted.

### **A. FORM 1 - NEW SYNOPSIS OR SOLICITATION**

The New Synopsis or Solicitation online form is created by the Contracting Officer or Contract Specialist (CO/CS) and is available to be viewed by all users subject to certain exceptions (e.g. a GSA Schedule buy). It provides general information about the acquisition such as Solicitation Number, Title, Description, Status, etc. The CO/CS has the option to post a synopsis to the FedBizOpps site. There may be several attachments associated with a single synopsis/solicitation. These appear at the bottom of the form, if any have been attached.

**NOTE:** Registered contractors may choose to join a solicitation specific mailing list by clicking a link while reviewing the solicitation.



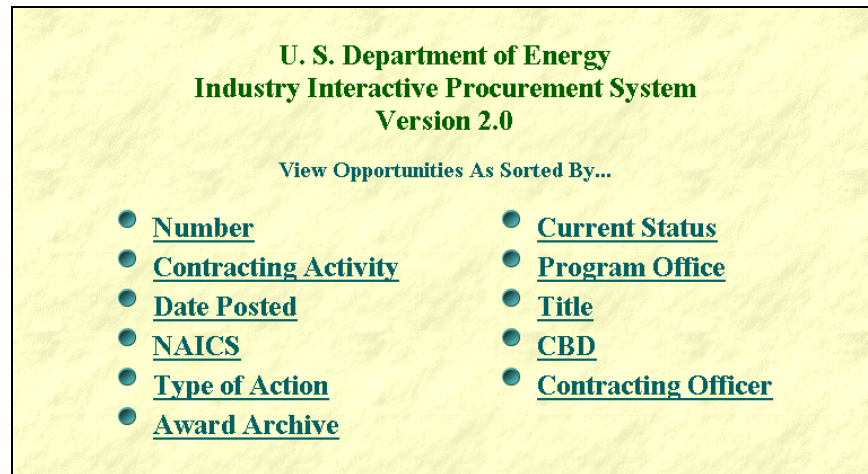


Figure 37: The Main View - select Number

## 1. View a New Synopsis or Solicitation

Users do not have to login to view public solicitations. Follow these steps to view an existing Solicitation:

- Access the DOE-center web site at <http://e-center/doe.gov>.
- Click on the **Browse Solicitations** navigation button.

OR

- Click on the **Login** navigation button.
- Click on the **Open within frame** (or Open in new window).
- Enter your User Name and Password.

THEN

- Click on a view such as [Number](#) from the **Main View**.
- Locate the synopsis solicitation (number) and click on the number hypertext link.

The Solicitation view appears with synopses and solicitations listed by number in ascending order:



Figure 38: Select a solicitation to view

- Click on the solicitation number (the numeric designation, i.e., DE-RQ01-00EE99999)

The Synopsis and Solicitation information will be displayed on the screen. Use the scroll bar to move up/down the solicitation information page.

Information at the top of the online form includes **Solicitation Number**, **Title**, **Description**, and **Reporting Activity**. Click on hyperlinks such as [Link to Numbered Notes](#), [CBD Codes](#), and [NAICS Codes](#) that take you to other web pages as specified.

As of October 1, 2001, **Simplified Acquisitions** can also be posted in IIPS by indicating **Yes** or **No** for that field. Synopses or Solicitations created prior to that date (like the one shown below) will not reveal any reference to the solicitation type.

The screenshot shows a web interface for the U.S. Department of Energy's Industry Interactive Procurement System (Development version). At the top, there are six buttons: 'Go to Main View', 'Go to E-Center', 'Join Solicitation Mailing List', 'Submit Question', 'View Questions', and 'Create Proposal'. Below these buttons, the title 'U.S. Department of Energy Industry Interactive Procurement System - Development version' is displayed. A section titled 'SYNOPSIS & SOLICITATION INFORMATION' contains the following details:

Solicitation Number:	DE-AA01-00RW33333
Title:	Automating Administrative Services
Description:	This is the description on the PR document. This solicitation is a test. The solicitation in reference is to determine the what the services are used by the administrative staff and how the services can be automated for efficiency and saving costs.
<a href="#">Link to Numbered Notes</a>	
Requiring Activity:	RW
<a href="#">CBD Codes</a>	35
<a href="#">NAICS Codes</a>	4215
Simplified Acquisition?:	
Type of Action:	Basic Award Schedule
Contracting Officer Name:	Ellen Clayton

Figure 39: Solicitation information - industry's view

**NOTE:** For documentation purposes, the words "Development version" or "Dev Test" or the likes may appear on the images used in this manual. These words will not appear in the active system.

To return to the Main View, click on the [Go to Main View](#) link at the top of the screen. If you want to join a mailing list, proceed to the next section.

## 2. Sub-form: Join a Solicitation Specific mailing list

Join a solicitation specific mailing list if you would like to be notified via e-mail each time a document related to the specific solicitation is posted or modified in the IIPS.

- Click on the [Join Solicitation Mailing List](#) link if you wish to receive e-mail notifications on updates and/or modifications to the specified solicitation.

Note: The government makes no guarantee of e-mail notification. Best practice would be frequent visits to this site.

**Solicitation Number:**  
**DE-AA01-00RW33333**

Fields marked with \* are required.

**Company Information**

Company Name:

Business Unit:

Street / P.O. Address:

Street / P.O.

Figure 40: Join Solicitation Mailing List screen

- Fill-in the “Company Information” and the “Contact Information” sections.
- Click the Submit button at the bottom of the sub-form.

**NOTE:** The government makes no guarantee of e-mail notification. Best practice would be frequent visits to this site.

## **B. FORM 2 - SOLICITATION DOCUMENT**

This form is created by the contracting officer or contract specialist and is available to be viewed by all users<sup>4</sup>. The solicitation document is associated with a particular synopsis or solicitation and contains the document title, description, and the necessary attachment. There may be several solicitation document forms associated with a single solicitation or none at all. Each document is shown separately under the main solicitation form. A solicitation document is used as a method for the CO/CS to communicate formally with Industry.

### **1. Locate a Solicitation Document**

- Login at the DOE-Center.
- Click on a view option such as [Number](#) at the **Main View**.
- Locate the Solicitation (number).

<sup>4</sup> Users are subject to certain conditions e.g. logon user access.





Figure 41: Locating a Solicitation Document and/or a Solicitation Message

- Click on the folder to expand the document sub-views.

You should note whether or not a *folder* is displayed to the left of the screen. Whenever a *folder* is displayed, you should click on it to ascertain whether there are any additional pertinent documents available for viewing.

## 2. View a Solicitation Document

- Login to E-Center.
- Click on a view such as **Number** from the **Main View**.
- Locate the Synopsis or Solicitation (number) from the list.
- Click on the folder icon to expand the document sub-views.
- Select the solicitation document Document; document title, date and the solicitation document information will be displayed on the screen.

The **Solicitation Document** information appears:

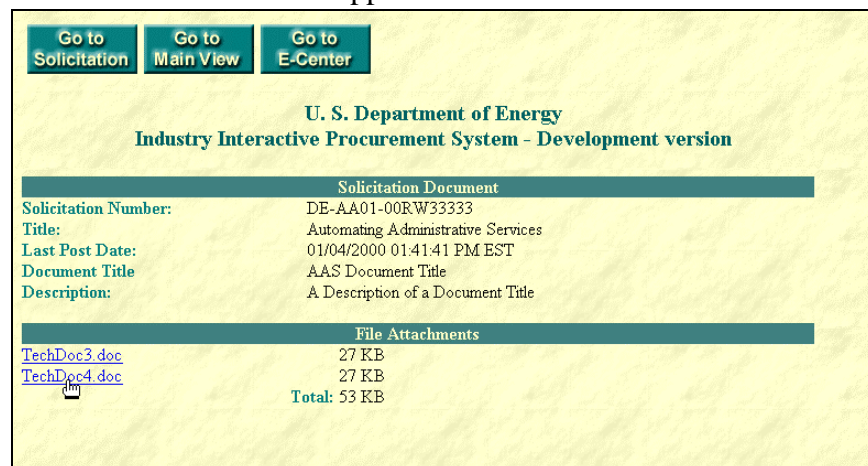


Figure 42: Solicitation Document with attachments

**NOTE:** For documentation purposes, the words "Development version" or "Dev Test" or the likes may appear on the images used in this manual. These words will not appear in the active system.

- To leave the Solicitation Document view, click on the a button at the top of the screen.

Three options are available; select one:

1. Go to Solicitation.
2. Go to Main View.
3. Got to E-Center.

### 3. Download the Solicitation Document Attachment(s)

Documents pertaining to the specific solicitation will be attached in the **File Attachments** section. Note that the file size is displayed for your convenience.

- Login at the DOE-Center.
- Click on a view such as [Number](#) from the **Main View**.
- Locate the Synopsis or Solicitation (number) from the list.
- Click on the folder icon to expand the document sub-views.
- Select the solicitation document [Document; document title, date](#) and the solicitation document information will be displayed on the screen.
- Click on the attachment in the File Attachments section.

A Warning dialog box will appear:

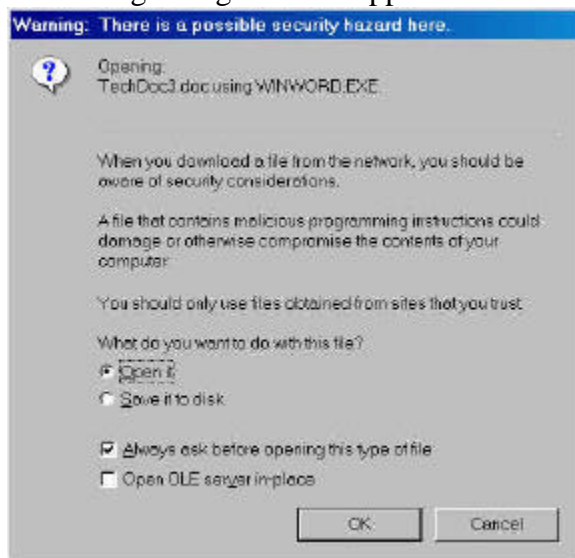


Figure 43: Warning for downloading files

#### *a. Open the attachment*

- Click on the radio button to **Open it**, the attachment, in the application it was created.

The application will be launched from your computer and the document will be displayed. If you do not have the software on your computer, you will receive a warning message. In that case, we recommend that you save the file to a disk.

**b. Save the attachment to a disk**

- Click on the radio button to **Save it to disk**.
- Leave the "Always ask before opening this type of file" checked.

The "Save As" dialog box will appear. Notice that the File name field is all ready populated with the document's name.

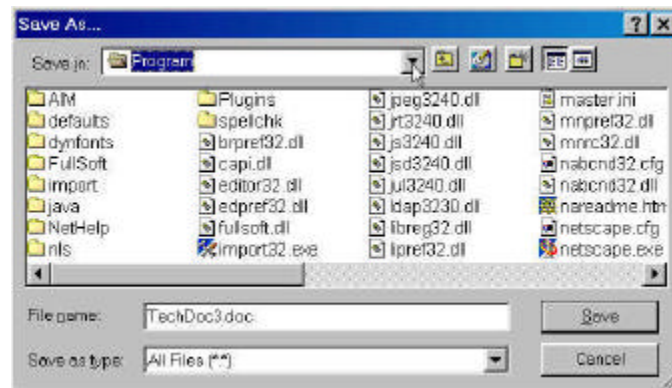


Figure 44: Save As dialog box

- Select the path to save the file.
- Click on the **Save** button.

The "Save As" dialog box closes.

**C. FORM 3 - SOLICITATION MESSAGE**

This form is associated with a particular solicitation and is available to be viewed by all users. Like the solicitation document, this form is optional. This document is created by the Contracting Officer as an informal means to provide solicitation specific information to interested parties. Typical information such as key acquisition milestones, dates, and meeting locations may be placed here.

**1. Locate a Solicitation Message**

- Login at the E-Center.
- Click on a view such as [Number](#).
- Locate the Solicitation (number).
- Click on the folder to expose the document sub-views.

(See Figure 41: Locating a Solicitation Document and/or a Solicitation Message on page 40.)

**2. View a Solicitation Message**

- Login at the DOE-Center.
- Click on a view such as [Number](#).

- Locate the Solicitation (number).
- Click on the folder to expose the document sub-views.
- Click on the solicitation “Messages; *subject description; date...*” hypertext link.

The Solicitation Message screen is displayed.

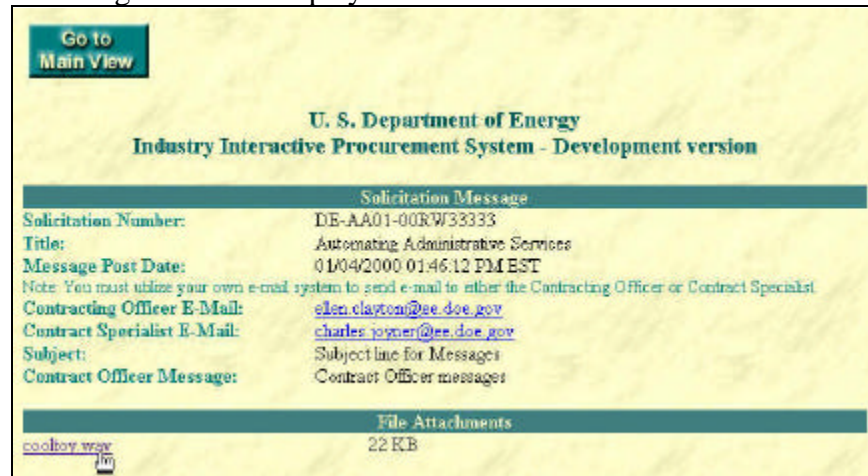


Figure 45: Solicitation Message with attachment(s)

**NOTE:** For documentation purposes, the words "Development version" or "Dev Test" or the likes may appear on the images used in this manual. These words will not appear in the active system.

### 3. Download the Solicitation Message Attachment(s)

Documents pertaining to the specific solicitation will be attached in the **File Attachments** section. Note that the file size is displayed for your convenience.

- Click on the attachment in the **File Attachments** section.

A Warning dialog box will appear; see Figure 43: Warning for downloading files on page 41.

#### *a. Open the attachment*

- Click on the radio button to **Open it**, the attachment, in the application it was created.

The application will be launched from your computer and the document will be displayed. If you do not have the software on your computer, you will receive a warning message. In that case, we recommend that you save the file to a disk.

#### *b. Save the attachment to a disk*

- Click on the radio button to **Save it to disk**.
- Leave the "Always ask before opening this type of file" checked.

The "Save As" dialog box will appear. Notice that the File name field is all ready populated with the document's name.

- Select the path to save the file.
- Click on the **Save** button.

The **Save As** dialog box closes.

#### **D. FORM 4 - SUBMIT QUESTION**

Any person, whether they are a Guest or a Registered user, can submit a question regarding a specific solicitation. An answer is then assembled by the CO/CS and any assigned staff member(s). Only the CO/CS can release the information for posting. User identities will remain confidential at all times; only contracting personnel can view contact information.

When a Guest user submits a question, the question can only be marked as "Public" by the IIPS system. These submittals do not immediately posted to the web site for others to see. As described in the previous paragraph, the CO/CS must approve this question/answer for release before the information can be posted to the IIPS site. Once approved, all users can view the question and answer.

A question submitted by a Registered user is automatically marked "Private" by the IIPS system. The CO/CS has the ability to change the setting "Public". A submittal marked Public and Approved will appear to all users. A submittal marked "Private" and "Approved" will appear only to the registered user.

##### **a. Submitting a Question**

A new question is created in IIPS by selecting the **Submit Question** button once a synopsis or solicitation is displayed.

Follow these steps to submit a question:

- Click on the **Browse Solicitations** button.

OR

- Login at the E-center.
- Click on a view option such as [Number](#) from the **Main View**.
- Click on the synopsis or solicitation (number) hyperlink.

If you are a Guest user, the solicitation screen will appear with these four button options at the top of the page.



The screenshot shows a web interface with a yellow background. At the top, there are four buttons: "Go to Main View", "Go to E-Center", "Submit Question", and "View Questions". Below these buttons is the text "U.S. Department of Energy" and "Industry Interactive Procurement System - Development version". A section titled "SYNOPSIS & SOLICITATION INFORMATION" contains the following text: "Solicitation Number: DE-AA01-00RW33333", "Title: Automating Administrative Services", and "Description: This is the description on the PR document. This solicitation is a test. The solicitation in reference is to determine the what the services are used by the administrative staff and how the services can be automated for efficiency and saving costs."

Figure 46: Question buttons from Browse Solicitations view

If you are a Registered user and logged in to E-center, six button options are available.

The screenshot shows a web interface similar to Figure 46, but with an additional button "Create Proposal" next to "View Questions". The rest of the interface, including the "SYNOPSIS & SOLICITATION INFORMATION" section, is identical to Figure 46.

Figure 47: Accessing Question buttons for a login vendor

- Click on the **Submit Question** button at the top of the screen.

The screenshot shows a Netscape browser window titled "IIPS Solicitation Questions". The form has a table at the top with four columns: "Solicitation Number", "Section", "Attachment Letter or #", and "Number of Provision/Clause". The "Solicitation Number" field is filled with "DE-AA01-00RW33333". The "Section" field is a dropdown menu with a list of sections from A to M, plus "Not Applicable". Below the table, there is a "Please Read Question:" label and a large text area for the question. At the bottom, there is a "Contact Information" section with a "Name:" label and a text input field.

Figure 48: IIPS Solicitation Questions view

A new browser window opens with the **IIPS Solicitation Questions** document displayed. The Guest or Registered vendor can begin completing the fields at the top to identify the parts of the specific solicitation to which the question will pertain.

The **Solicitation Number** is all ready filled in. Completing the first 3 fields across the top of the window will assist the CO/CS in understanding the origination of the inquiry:



- Click the drop-down list box and select the solicitation **Section**, if applicable.
- Enter a letter or number for the **Attachment Letter or #** field.
- Enter the **Number of Provision/Clause**.
- Click on the [Please Read](#) hyperlink and a **Vendor Help** screen appears.

The **Vendor Help** screen appears:

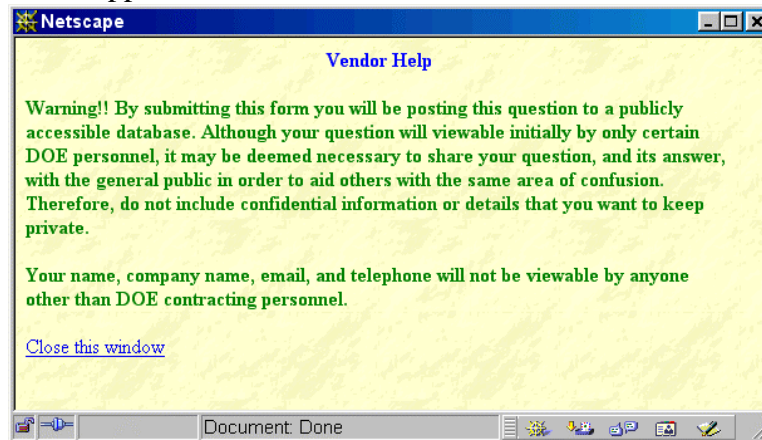


Figure 49: Please Read for Vendor Help

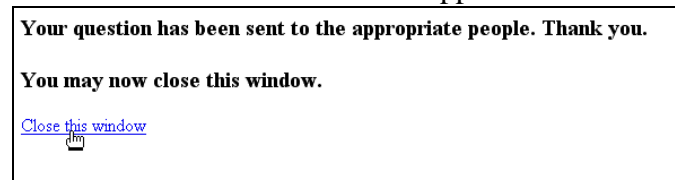
- Once you have read the information, click on the hyperlink [Close this window](#) and you will be returned to the **IIPS Solicitation Questions** page.
- Click in the **Question** textbox to activate the cursor and begin entering your question.
- Press the <Tab> key to get to the **Contact Information** section.

If the user logged in at E-center and is a registered user, then IIPS will attempt to pull the company name, e-mail, and telephone number from the registration information. All fields in this section are required. If a field is not completed, the user will be prompted to complete the necessary information. Only contracting personnel can view the vendor contact information.

- Click on the **Submit** button.

When a question is submitted, the question will not immediately post to the web site. This allows the CO/CS to review the question first. The question and the answer must be approved by the CO/CS prior to posting the information.

A confirmation notification will appear:



- Click on the hyperlink [Close this window](#) and you will be returned to the **Synopsis & Solicitation Information** page.

- To exit the solicitation, click on the **Go to Main View** button at the top of the screen.

An e-mail notification will be sent to the CO/CS listed for the specific synopsis or solicitation informing them that a question has been posted to the IIPS database. The message will include a copy of the question and a URL link to the question. (See *Figure 50: E-mail notification for Submit Question* on page 47.)

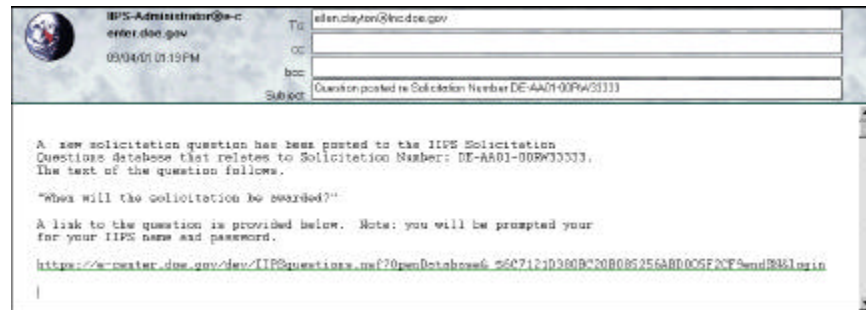


Figure 50: E-mail notification for Submit Question

Continue with the next section on how to view questions.

## **b. Viewing Questions**

Questions submitted by Guest or Registered users can be viewed by the CO/CS who can also assign the question to other staff members for review. Once the answer is approved, the CO/CS can post the information to the web site.

### **1. Viewing a Question/Answer through IIPS**

The Guest or Registered user does not have to login to view questions in IIPS; however, the users will be able to view questions and their answers once approved by the CO/CS. Not all questions are posted to the IIPS web site nor are viewed by all users. Registered users should login to view "Public/Approved" information as well as their own question/answer submittals.

- Click on the **Browse Solicitations** navigation button.
- OR
- Login at the E-center web site at <http://e-center.doe.gov>.
- Click on a view option such as **Number** from the **Main View**.
- Click on the synopsis or solicitation (number) to open the specific document.
- Click on the **View Questions** button.

Three options are available for viewing questions:

1. View by Solicitation #
2. View by Contract Officer
3. View by Posted Date.

The first option, **View By Solicitation #**, is the default setting.

- Click on a folder to expand the specific synopsis or solicitation information.

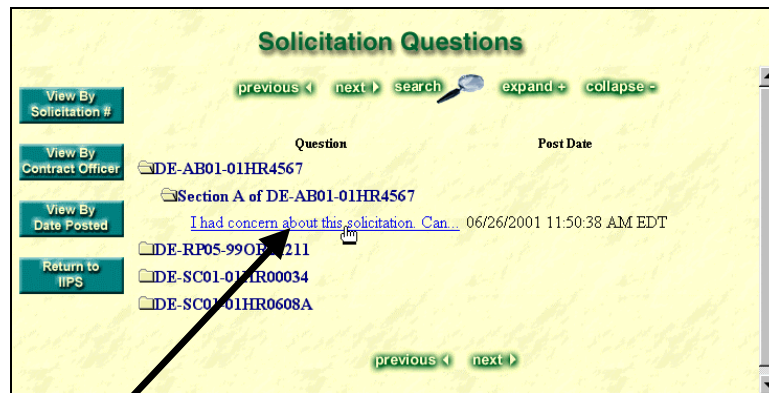


Figure 51: Solicitation Questions posted

- Click on the hyperlink to display the question submitted.

The **Solicitation Questions** web page is displayed:

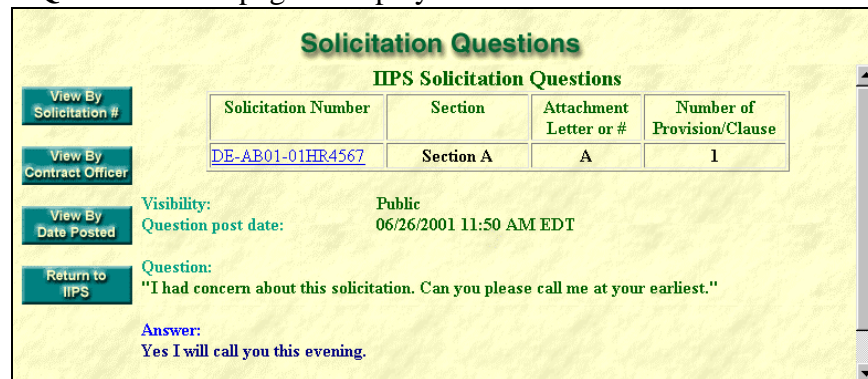


Figure 52: Solicitation Questions view for Industry

Information about the synopsis or solicitation such as the solicitation number, a section of the solicitation, an attachment letter or number, and the number of the provision or clause is displayed. In addition, the Visibility, Question post date, the Question, and Answer will appear on this web page.

- Click on a view option such as **View By Solicitation #** to view more questions.

OR

- Click on **Return to IIPS** button to return to the **Main View**.

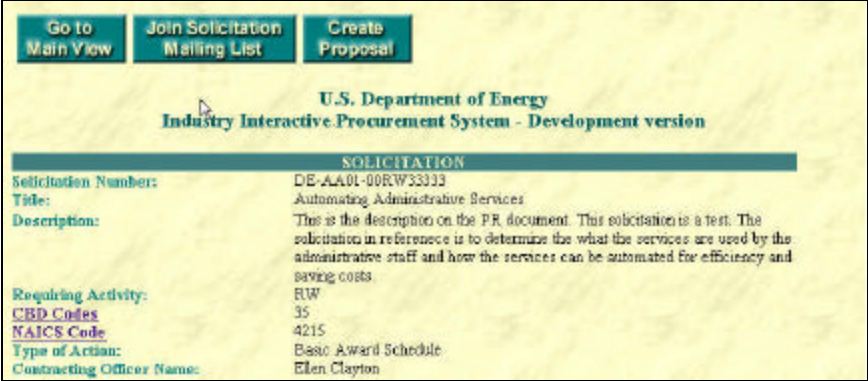
## E. FORM 5 - PROPOSAL SUBMISSION

This form is available to contractors who have registered in the IIPS system and have been approved to submit proposals<sup>5</sup>. Currently, the only known web browsers that support uploading files are Netscape Navigator, ver 4.06, and Microsoft's Internet Explorer (version 3.1 with patch from Microsoft's web site or ver 4.01) or newer versions.

The contractor will not have the ability to edit this form or any of the proposal sub-forms or attachments associated with this proposal once the information has been submitted. The actual file attachments are contained in one of the four sub-forms: Offer and Other Docs, Business Management Proposal, Cost Proposal, and Technical Proposal. The solicitation must specify what files are required for that particular solicitation and under what sub-forms the files are to be attached. Each submission is stamped with the date and time (Eastern Time zone) of submittal.

### 1. Create a New Proposal entry

- Click on a view option such as [Number](#).
- Open the solicitation for which you want to submit a proposal.
- Click on the **Create Proposal** button at the top of the page.



The screenshot displays the 'U.S. Department of Energy Industry Interactive Procurement System - Development version' interface. At the top, there are three buttons: 'Go to Main View', 'Join Solicitation Mailing List', and 'Create Proposal'. Below these, the title 'U.S. Department of Energy Industry Interactive Procurement System - Development version' is centered. A table titled 'SOLICITATION' provides details for a specific solicitation. The table has two columns: labels on the left and values on the right.

SOLICITATION	
Solicitation Number:	DE-ALA01-00RW33333
Title:	Automating Administrative Services
Description:	This is the description on the PR document. This solicitation is a test. The solicitation in reference is to determine the what the services are used by the administrative staff and how the services can be automated for efficiency and saving costs.
Requiring Activity:	RW
CBD Codes:	35
NAICS Code:	4215
Type of Action:	Basic Award Schedule
Contracting Officer Name:	Ellen Clayton

Figure 53: Create Proposal button

This will bring up the "Proposal Cover Page" form.

<sup>5</sup> For the purposes of this guide, "proposal" includes pre-applications, applications, bids, proposals and other related documents. It includes any and all information that must be submitted to DOE as identified in the solicitation.

## 2. Proposal Cover Page - Page 1

Go to Main View

U. S. Department of Energy  
Industry Interactive Procurement System - Development version

Fields marked with \* are required

**Proposal Cover Page**

Bid/Solicitation Number: DE-AA01-00RW33333  
Title: Automating Administrative Services  
Bid/Proposal Post Date: 04/07/2001 05:13:44 PM EDT  
Subject: \* Isomorphism  
Contractor Company Name: \* Ewing Oil Company  
Street Address1: \* 12345 Rodeo Road  
Street Address2:  
City: \* Dallas  
State: \* TX  
Zip: \* 12345  
Contractor Contact Name: \* John R. Ewing  
Contact Phone: \* 801-903-0958  
(Enter in format xxx-xxx-xxxx)  
Contact E-Mail Address: \* charles.joyner@inc.doe.gov

Submit Cover Page & Attach Files

Figure 54: Proposal Cover Page

- Fill-in all the required text fields on the first page of the "Proposal Cover Page" form.

Note: The "Contractor Company Name" and the "Contractor Contact Name" cannot be re-entered to prevent key error and spelling variations.

- Scroll down the page to complete more fields.

**IMPORTANT NOTE:** Clicking on the **Submit Cover Page & Attach Files** button creates an initial proposal submission to the U.S. Department of Energy such that if a user exits immediately after clicking on **Submit Cover Page & Attach Files**, a proposal will be submitted without attachments. Clicking on the Back browser button will not back out the submission. Therefore, ensure you are prepared to submit a proposal prior to proceeding beyond this point.

- Click on the **Submit Cover Page & Attach Files** button at the bottom of the page.

### *a. Forget to fill-in a required field*

If you forget to fill-in a field, the following message will appear. Click the Back browser button to return to the previous page and complete all required fields.

Mandatory field. Please enter subject of proposal.

Figure 55: Required fields contain no data



### 3. Proposal Cover Page - Page 2: Submit Cover Page & Attach Files

The Proposal Cover Page screen refreshes and four new links will appear at the bottom of the page.

Proposal Cover Page	
Bid/Solicitation Number:	DE-AA01-00RWJ3333
Title:	Automating Administrative Services
Bid/Proposal Post Date:	04/07/2001 05:33:42 PM EDT
Subject:	Isomorphism
Contractor Company Name:	Ewing Oil Company
Street Address1:	11345 Redon Road
Street Address2:	
City:	Dallas
State:	TX
Zip:	12345
Contractor Contact Name:	John R. Ewing
Contact Phone:	301-903-0958
Contact E-Mail Address:	<a href="mailto:charles_joyner@doe.gov">charles_joyner@doe.gov</a>

[Attach Volume 1/Offer or Other Document](#)  
[Attach Volume 2/Technical Proposal](#)  
[Attach Volume 3/Cost Proposal](#)  
[Attach Volume 4/Business Management Proposal](#)

Figure 56: Proposal Cover Page & Attachments

The screen refreshes and four new links will appear. Supporting documents should be attached in one of four categories:

- [Attach Volume 1/Offer or Other Document](#)
- [Attach Volume 2/Technical Proposal](#)
- [Attach Volume 3/Cost Proposal](#)
- [Attach Volume 4/Business Management Proposal](#)

**IMPORTANT NOTE:** The contractor **cannot edit** the proposal document and associated attachments once submitted. If you are ready to submit documents, proceed as follows.

When a category is selected, the corresponding sub-form appears:

- a. Sub-form: Offer and Other Documents*
- b. Sub-form: Technical Proposal*
- c. Sub-form: Cost Proposal*
- d. Sub-form: Business Management Proposal*

(See Table 4: Proposal Attachment Fields on page 53 of this section to view the attachments provisions for the selected category.)



The forms appear very similar to the Offer and Other Documents form:

[Go to Main View](#)

**U. S. Department of Energy**  
**Industry Interactive Procurement System - Development version**

Offer and Other Documents	
Bid/Solicitation Number:	DE-AA01-00RW33333
Title:	Automating Administrative Services
Attachment Post Date:	04/10/2001 10:08:43 PM EDT
Subject:	Computers to replace typewriters
Company Name:	Ewing Oil Company
Street Address 1:	12345 Rodeo Road
Street Address 2:	
City:	Dallas
State:	TX
Zip:	12345
Contractor Contact Name:	John R. Ewing
Contact Phone Number:	301-903-0958
Contact E-mail:	ellen.clayton@fmc.doe.gov

Attach Files	
"Offer and Other Documents" File Attachment #1:	<input type="text"/> <a href="#">Browse...</a>
"Offer and Other Documents" File Attachment #2:	<input type="text"/> <a href="#">Browse...</a>
"Offer and Other Documents" File Attachment #3:	<input type="text"/> <a href="#">Browse...</a>
"Offer and Other Documents" File Attachment #4:	<input type="text"/> <a href="#">Browse...</a>
"Offer and Other Documents" File Attachment #5:	<input type="text"/> <a href="#">Browse...</a>
"Offer and Other Documents" File Attachment #6:	<input type="text"/> <a href="#">Browse...</a>
"Offer and Other Documents" File Attachment #7:	<input type="text"/> <a href="#">Browse...</a>
"Offer and Other Documents" File Attachment #8:	<input type="text"/> <a href="#">Browse...</a>
"Offer and Other Documents" File Attachment #9:	<input type="text"/> <a href="#">Browse...</a>
"Offer and Other Documents" File Attachment #10:	<input type="text"/> <a href="#">Browse...</a>

[Submit](#)

Figure 57: Offer and Other Documents view

To include attachments in each category, follow these steps for the appropriate sub-form:

- Click on the appropriate link for the type of file you are uploading, according to the instructions for the specific solicitation.
- Click on each **Browse** button to attach your file/s one at a time.

You may attach up to 10 files on each sub-form. If you have more than ten files to attach to the same document category or for a different category, click on the "[Attach additional files and verify later](#)" link then click on the appropriate category link to affix more files.

Alternatively, you may click on the "[Verify successful transmission](#)" link to view the information submitted before proceeding further.

- Repeat the steps as necessary until all of your files are attached.
- When you are finished attaching files and wish to exit the Solicitation, click on the "[Verify successful transmission](#)" link on confirmation page or at the top of any of the four attachment category pages.

When you are finished attaching files, click on the **Submit** button at the bottom of the page and the following message screen will appear:

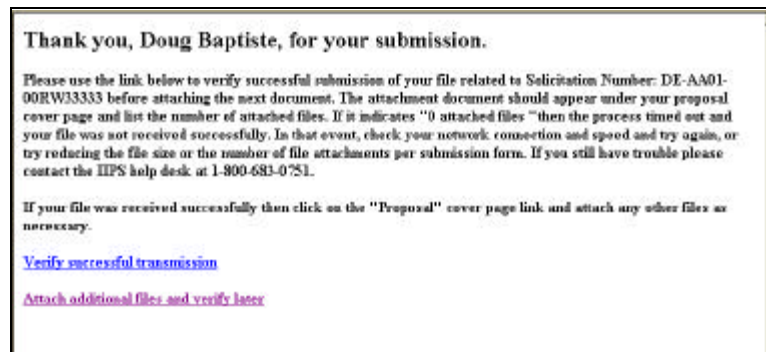


Figure 58: Proposal submission confirmation

#### 4. Proposal Attachment Specifications

The Attachment File fields will vary depending on the type of Proposal document is required for the solicitation. See the table below for attachment specifications:

Table 4: Proposal Attachment Fields

PROPOSAL ATTACHMENT FIELDS		
Proposal Label	Attachment Category	Attach Files Specifications
Acquisition	Attach Volume 1/Offer or Other Document	Representations and Certifications Offer and Other Documents File Attachment #2 - 10
	Attach Volume 2/Technical Proposal	Technical Proposal File #1 Technical Proposal File Attachment #2 - 10
	Attach Volume 3/Cost Proposal	Cost Proposal File #1 Cost Proposal File Attachment #2 - 10
	Attach Volume 4/Business Management Proposal	Business Mgt File #1 Business Mgt File Attachment #2 - 10
Financial Assistance	Attach Volume 1/Offer or Other Document	Assurance of Compliance (G) Non-Consent Form (H) Certificates Regarding Lobbying (E) Lobbying (F) Offer and Other Documents File Attachment #5 - 10
	Attach Volume 2/Technical Proposal	SF-424 Proprietary Information Table of Contents Project Description Application Narrative SF424A Budget Sheet Budget Narrative Technical Proposal File Attachment #8 - 10
	Attach Volume 3/Cost Proposal	Cover Page Table of Contents SF424 SF424A (C) Budget Explanation Page (D) Cost Proposal File Attachment #6 - 10

PROPOSAL ATTACHMENT FIELDS		
	Attach Volume 4/Business Management Proposal	Business Mgt Proposal File Attachment #1 - 10
Generic	Attach Volume 1/Offer or Other Document	Offer and Other Documents File Attachment #1 - 10
	Attach Volume 2/Technical Proposal	Technical Proposal File Attachment #1 - 10
	Attach Volume 3/Cost Proposal	Cost Proposal File Attachment #1 - 10
	Attach Volume 4/Business Management Proposal	Business Mgt Proposal File Attachment #1 - 10

## **F. FORM 6 - GOVERNMENT RESPONSE**

This form is specific to a given proposal and is viewable only by the involved Contracting Officer, Contract Specialist, and the submitter of the proposal. It is created if the Government wishes to respond to a proposal via the web. A notice is sent to the submitter's e-mail address that was entered on the "Proposal Cover Page" form of that particular Solicitation.

### **1. Receiving a Request for Clarification Notification**

An e-mail notification is sent to the bidder when the Government has reviewed their submission and is requesting clarification on the proposal that was submitted. To view a Government response, go to your e-mail inbox and open the message from the contracting officer. The message will look similar to the one shown:

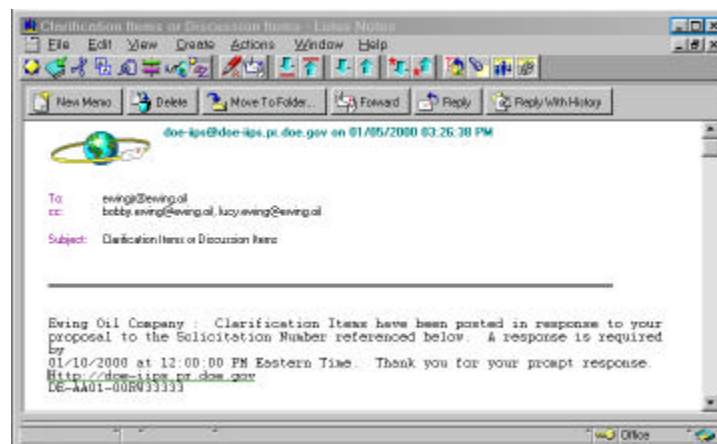


Figure 59: Request for Clarification notification

Notice the e-mail message contains important information such as the date and time in which a contractor must respond to the contracting officer's request, a hypertext link to the DOE-Industry Interactive Procurement System, and the Solicitation Number.

Deleting the message will not affect your status or any information in the DOE Industry Interactive Procurement System.

## 2. Government Response

Once a bidder receives a clarification request from the Government, the vendor can view the Government Response in the IIPS.

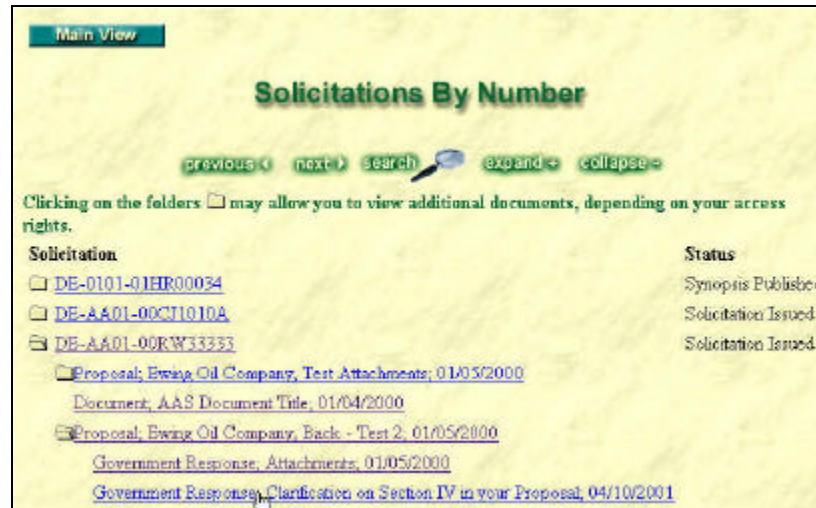


Figure 60: Government Response in Main View

- Login at the E-Center.
- Select a view option such [Number](#) on the **Main View**.
- Locate the Solicitation (number) from the list.
- Click on the solicitation folder to expand the view of related solicitation documents.
- Click on the proposal folder to expand the view of related proposal documents.
- Click on the "Government Response, Attachments (if any), date" link.

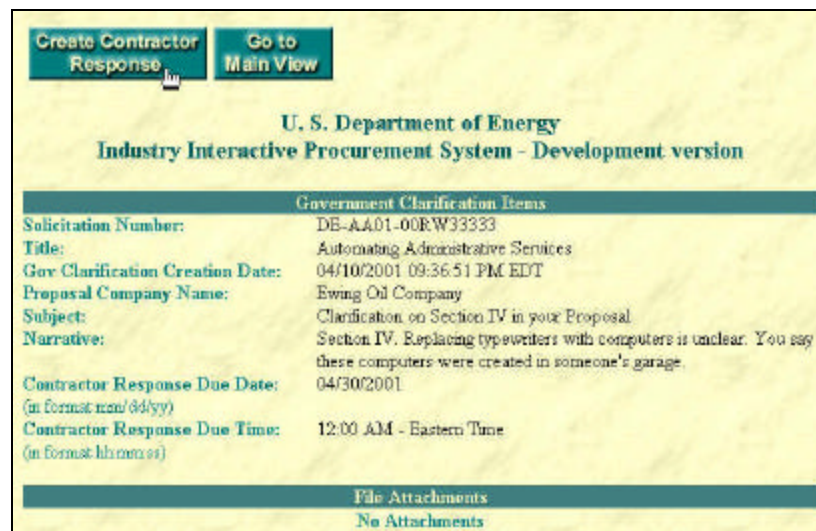


Figure 61: Government (Response) for Clarification

- Click on the **Go to Main View** button.

OR

Follow the steps in the next section to reply to a government response.

## **G. FORM 7 - CONTRACTOR RESPONSE**

A Contractor Response document is an electronic file created in advance by the registered vendor. The document should be created in an appropriate software application that can be viewed by both parties. (See X. GUIDANCE FOR SUBMITTING PROPOSALS, section B. Compression Format on page 59 for more information.)

### **1. Create a New Contractor Response entry**

*Preview:*

- After developing your response, login to the E-Center
- Select a view option such **Number** on the **Main View**.
- Locate the Solicitation (number) from the list.
- Click on the solicitation folder to expand the view of related solicitation documents.
- Click on the proposal folder to expand the view of related proposal documents.
- Click on the "Government Response, *Attachments (if any), date*" link.
- Click on the **Create Contractor Response** button at the top of the page.

### **2. View a Contractor Response form**

The screenshot shows a web-based form titled "U. S. Department of Energy Industry Interactive Procurement System - Development version". At the top left is a button labeled "Go to Main View". Below the title, a message states "Fields marked with \* are required". The form is titled "Contractor Response" and contains the following fields:

- Solicitation Number: DE-AA01-00RW3333
- Solicitation Title: Automating Administrative Services
- Contractor Name: Ewing Oil Company
- Contractor Response Date: 04/10/2001 09:48:35 PM EDT
- Subject: (empty text box)
- Response Narrative: (empty text box)

At the bottom, there is a "Create Response File Attachment:" label, a "Browse..." button, and a "Submit" button.

Figure 62: Contractor Response form

- Type a brief entry in "Subject" field.
- Enter a response in the "Response Narrative" text box.



- Click on the “**Browse**” button at the bottom of the page and navigate to the response file that you want to attach.

**NOTE:** Currently the only web browsers that support creating file attachments are Netscape Navigator and Internet Explorer.

- Click the **Submit** button at the bottom of the form.

The contractor cannot modify the Contractor Response document once it is submitted.

A confirmation will appear indicating that the document has been stored. In addition, a notification will be sent to the Contracting Officer assigned to the solicitation announcing a Contractor Response has been received.

- Click on the "Return to view all solicitations" link
- OR
- Click a navigation button such as **Browse Solicitations**.

## **VII. AWARD NOTIFICATION**

Once a contract is awarded, the information must be recorded in IIPS by the Contracting Officer. Doing so will also notify the winning contractor of such an award.

### **A. LOCATE AN AWARD NOTIFICATION**



Figure 63: Award Notification in Main View

To locate the award information, follow these steps:

- Login at the E-Center



- Select a view option such [Number](#) on the **Main Miew**.
- Locate the Solicitation and click on the folder to expand the view of related documents.
- Locate the [Award Notification; Award Information](#) document
- Click on the hyperlink.

## **B. VIEW AN AWARD NOTIFICATION**

The screenshot displays a web interface for the U.S. Department of Energy's Industry Interactive Procurement System (Development version). At the top, there are two buttons: "Create Contractor Response" and "Go to Main View". Below these, the title "U. S. Department of Energy Industry Interactive Procurement System - Development version" is centered. The main content area is titled "Award Notification" and contains the following information:

Solicitation Number:	DE-AA01-00RW33333
Title:	Automating Administrative Services
Notification Creation Date:	05/03/2000 04:25:37 PM EDT
Proposal Company Name:	Ewing Oil Company
Subject:	Award Information
Narrative:	Your organization has been name the prime contractor for the aforementioned award. See attachments for details.

Below the narrative, there is a section titled "File Attachments" which lists a single attachment: "Prime Award.doc" with a size of "26 KB".

Figure 64: Award Notification view

Follow the steps in the previous section, Locate an Award Notification.

- Scroll down the page if necessary to the **File Attachments** section.
- Click on the Prime Award.doc link to view or download the award information.

## **VIII. DOWNLOAD AN ATTACHMENT TO YOUR LOCAL MACHINE**

- Move the cursor over the document link.
- Right click on your mouse button to access the pop-up menu.
- If using Netscape Navigator select "Save Link As...".

OR

- If using Internet Explorer, select "Save Target As..."
- The Save As dialog box appears.
- Select the path to which you want the file saved
- Click on the **Save** button.

## **IX. PRINT THE (WEB) PAGE**

*Netscape or Internet Explorer Users*

- Click on **F**ile on the menu bar.
- Select **P**rint.

OR

- Click on the **Print** button on the navigation toolbar.
- The Print dialog box appears.
- Click on **OK**.
- For some users, the Print Preview screen will appear. Verify that the page you are printing does not extend beyond the margins.
- Click on the **Print** button.

## **X. GUIDANCE FOR SUBMITTING PROPOSALS**

One of the capabilities of the IIPS is to allow the contractors to submit proposals for solicitations electronically. Submitting a proposal electronically requires the contractor(s) to prepare the proposal and save the file(s) on their own computer system. Afterwards, the file(s) containing the final proposal data can be uploaded from the contractor's computer to IIPS via the Internet.

A contractor must be registered and approved prior to submitting electronic proposals.

### **A. CONFORMANCE**

All files submitted on this site must be in the format specified by the Government in the Request for Proposals. If a contractor creates the file(s) using another software product, it is the contractor's responsibility to convert the file(s) into one of the above formats prior to uploading the file(s) electronically.

### **B. COMPRESSION FORMAT**

In some cases, the proposals submitted in response to a Request For Proposal (RFP) may be too voluminous to be submitted electronically. As the nature of the proposal may create large and numerous files, offerors may also wish to use "Zip" file compression software. Using this compression software will diminish the file size, thus reducing the time needed to upload an offer. If you choose to use compression software, you will need to create a self-extracting executable (.exe) file. **In all cases offerors must follow the instructions set forth in the solicitation.**

### **C. SIGNED DOCUMENTS**

Submission via IIPS constitutes electronically signing the documents. The names of the responsible person for that document must be entered on the signature line of the document. In addition to submitting their proposal files electronically, offerors may be required to provide hard copies of documents requiring signature if instructed to do so by the contracting officer. *Review the solicitation submission instructions carefully!*

### **D. EVIDENCE OF OFFER**

In the event that an offeror submits an electronic proposal file that is unreadable to the degree that conformance to the essential requirements of the solicitation cannot be ascertained from the document, the contracting officer immediately shall notify the offeror and provide the opportunity for the offeror to submit clear and convincing evidence:

1. Of the content of the proposal as originally submitted; and

2. That the unreadable condition of the proposal was caused by Government software or hardware error, malfunction, or other Government mishandling.

#### **E. REASONS FOR BEING REMOVED FROM IIPS**

Use of the web and encryption technology for the purpose of receiving offers or proposals is at the Government's discretion. Anyone deemed by the Government to have misused the system may be barred from submitting electronic proposals via the DOE Industry Interactive Procurement System. Misuse may take the form of: submitting vendor information to the IIPS Administrator mail box that is promotional in nature and not in response to a specific solicitation; failing to maintain the company's information; failing to maintain password security; or any act of malfeasance.

### **XI. CONTACT INFORMATION**

#### **A. IIPS HELP CENTER**

The IIPS Help Center is responsible for updating user information that flows through the database. Users should submit changes to registration information such as employee's name, NAICS or CBD codes, once they are already registered and approved.

A support staff has been created to assist users who have questions in regards to using the Industry Interactive Procurement System. A toll-free number, 1-800-683-0751, is available as shown on the Help page of the IIPS web site.

The toll-free number is 800-683-0751.

The toll-free number can be located at the following IIPS web page without logging in:

- Click on the **BROWSE** navigation button.
- Click on the **Open within frame** option.
- Click on the **Main View** button.
- Scroll to the bottom of the page.

#### **B. CONTRACTING OFFICER AND CONTRACT SPECIALIST**

Any questions and comments regarding the direct content of solicitations and proposals submitted by you or your company should be addressed to the assigned Contracting Officer and/or Contract Specialist of the solicitation.

#### **C. HELP**

See Figure 33: Help - Available Help Resources on page 30 for additional information on acquiring assistance with using IIPS.

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